



Valley College

Preparation for	Adulthood	Citizenship and	Employment
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Valley College Tutor Candidate Information Pack



SUPPORTIVE, EMPOWERING, ASPIRATIONAL, VISIONARY, INCLUSIVE, ETHICAL, WELCOMING

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Welcome from the Executive Principal



16th November 2021



Dear Prospective Candidate,

I am delighted that you are interested in the opportunity to apply for a role at Valley College as a College Tutor.

Our Trust currently has three primary schools and 2 special schools, together with Valley College (a specialist post-16 institution, SPI). The Trust supports 475 staff and in excess of 2,000 learners.

We are ambitious with our plans; in the next five years, we aim to further grow the Trust by developing our specialist provisions, partnering with concurring schools and, should the right opportunity present itself, open a Free School. We are excited by our current vision for our post-16 learners, with plans to develop the successful Valley College offering in Rossendale and open a similar setting in Blackpool. As we seek to mirror this provision, our tutors in Rossendale will be instrumental in demonstrating best practice.

More detail about the role is provided in the Job Description later in this brochure.

If you would like to know more about the vacancy, I would encourage you to contact Sue Johnson in the first instance. In the meantime, the college team very much look forward to receiving your application.

Yours sincerely,

Mrs Louise Parrish
Executive Principal

VACANCY INFORMATION

The Leadership team and Directors of Valley College are now seeking to appoint a suitably qualified, inspirational and innovative tutor to foster our college motto of PACE, (Preparation for Adulthood, Citizenship and Employment) The successful candidate will deliver high quality, learner focused learning for our learners.

This is a permanent contract subject to probation period,

The successful candidate will: -

- Be able to meet the minimum qualification standards as set out in the Personal Specification
- Have a proven track record in their continual professional development
- Be able to share and develop a vision for the College community
- Be committed to all aspects of inclusion and to parent partnership

We would welcome applications from any suitably qualified staff. The Trust is an advocate of professional development for all staff and there are opportunities to develop mentoring, CPD delivery and outreach skills.

Overview of the Trust and our College

THE SEA VIEW TRUST

In January 2017, Tor View School successfully converted to Academy Status and formed The View Trust; Valley College was subsequently established in September 2019. In November 2019 the Trust merged with the equally successful Blackpool Multi Academy Trust which consisted of Revoe Learning Academy, Anchorsholme Academy, Devonshire Primary Academy and Park Community Academy (Special). This new partnership is known as The Sea View Trust.

All our settings benefit from a unique relationship that has developed between them and the Trust is proud of its Sponsor Status. Further information about this, and the wider Trust, can be located on The Sea View Trust website.

VALLEY COLLEGE

Who we are

Valley College is a wholly owned subsidiary of The Sea View Trust and has its own governance structure.

The college is a specialist post-16 provision, supporting the educational needs of young people with severe or complex learning difficulties. The range of learning difficulties include Global Developmental Delay, Autism, Down Syndrome, Speech and Language and Complex Learning Difficulties. Every learner has an EHC plan, and is working between Entry Level and Level 2.

The College is an NOCN (National Open College Network) certified centre, with learners working towards gaining accreditations in vocational and functional skills qualifications.

What we do

At Valley College, the aim is to deliver personalised training and support to help young people with special educational needs to:

- Control their own lives and develop their strengths, aspirations and talents
- Become valued employers, employees and members of social groups
- Participate within local communities
- Engage in meaningful employment related learning and develop enterprise skills
- Get a job, gain supported employment and/or live more independently
- Secure the best possible outcomes for adulthood
- Promote a healthy lifestyle and sense of self-worth
- Inspire communication and independent life skills

Our values

The Directors and staff of Valley College aim to provide equal opportunities for all through:

- An inclusive ethos of respect, tolerance, and understanding of others' needs which develops and values learners' self-discipline, independence and autonomy in preparation for adulthood, citizenship and employment
- Access to individualised curricula designed to accommodate individual learner aspiration needs, to ensure maximum progress and a successful outcome to the learning journey
- A safe supportive, caring and dynamic College environment which extends into the wider community
- An environment where community engagement is nurtured and provides a medium for driving forward College improvement
- The celebration of success and positive outcomes for all

Our curriculum offer

- Functional Skills (Adult Literacy/Adult Numeracy/Computing)
- Independent Life Skills
- Work Related Learning
- Business Enterprise
- Extensive Careers Programme
- Community Engagement
- PSD/Citizenship
- Sport & Leisure
- Extension & Enrichment activities

In addition to traditional teaching areas, there is a flat with lounge, kitchen and bathroom facilities and these are used to support the learners with their independent living skills.



Our careers programme

Valley College has access to an external and impartial career service to provide relevant advice; this is complimented by the individual guidance provided by the tutors and PACE support staff.



The senior leadership and administrative teams provide further support with enrolment, and with developing individual learner programmes and accreditations. They also assist in accessing relevant employment opportunities in the local community, ensuring that learners have a chance to explore the world of work.

Valley College adheres to the Gatsby Benchmarks of good career guidance and provides learners with an individual programme to include fully supported employment experiences. On site, sessions take place in The Den and the Garage Café, whilst off-site the college has developed excellent links with a wide variety of local businesses including:

- Retail Asda
- Arts & Heritage The Whittaker
- Arts & Heritage East Lancashire Railway
- Hospitality Thwaites
- Hospitality The Dunkenhalth Hotel
- Horticulture Freshfields
- Horticulture Incredible Edible
- Horticulture Civic Pride Rossendale

Such placements provide invaluable experience, supporting with a learner's understanding of expectations within a workplace and widening their prospects for potential future employment, additional study and/ or meaningful volunteering.

Location

Valley College is located at Ewood Campus, Clod Lane, Haslingden and enjoys a quiet position, located on the edge of open countryside in Rossendale (East Lancashire), within close proximity of the major road networks in the area.

Further Information and Application Procedure

Further information

For an informal discussion about our college, please do contact:

Miss Eileen Melling (Assistant Headteacher)

Telephone: 01706 214640

Email: e.melling@theviewtrust.org

Application and Covering Letter

Further details about the vacancy and the application form are available from:

Our website: <https://www.valleycollege.co.uk - Job Vacancies>

Email: recruitment@theviewtrust.org

Telephone: 01706 214640

Please refer to the applicant pack when completing the application form and provide a covering letter, briefly summarising why you would be suitable for the post and how you can make a positive difference in our college. The form and covering letter should be returned to:

Email: recruitment@theviewtrust.org

marked **Valley College Tutor Application** in the subject line:

Post: **Katie McDermott**

Admin Lead

Tor View School

Clod Lane

Rosendale, BB4 6LR

Application Deadlines

Closing date: Thursday 2nd December - Strictly 9am closure

Shortlisting: Thursday 2nd December

Interviews: TBC

Applicants are advised that, following shortlisting, successful candidates will be contacted with further details about the interview process

Please note: To ensure compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Safer Recruitment

The Sea View Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our learners and staff and therefore have a rigorous recruitment process that includes assessing candidates' suitability to work with young people.

The academies and college within our Trust are committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment.

All staff will be required to hold an enhanced DBS Disclosure.

Equal Opportunities

At our Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the Trust have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

VALLEY COLLEGE TUTOR - TERMS OF THE POST

Post No. :	Not applicable
Post Title:	Valley College Tutor
Directorate:	The Sea View Trust
Division:	Valley College
Section:	Not applicable
Reports To:	Head of Valley College
Location:	Various: The post holder will be expected to work primarily in Valley College, Rossendale. However, on occasion, there may be a requirement to travel to one of our Blackpool settings. Mileage will be payable where applicable
DBS Status:	Enhanced check with a Children's Barred List check Enhanced check with an Adult's Barred List check
Grade:	Blackpool Council pay scales Grade F: SCP 20 – 25 Salary: £25,991 to £29,577 full time equivalent (subject to pro-rata)
Hours	<p>31hrs per week, 39 weeks per year</p> <p>For <u>38 weeks</u>, the hours will predominantly be as follows, although may be subject to change in order to meet college requirements:</p> <ul style="list-style-type: none"> • Monday: 09:00 – 12:45 (3hrs 45mins, to include 2hrs 10 mins PPA) • Tuesday: 08:30 – 16:45 (7hrs 45mins, 30mins unpaid lunch) • Wednesday: 08:30 – 15:30 (6hrs 30mins, 30mins unpaid lunch) • Thursday: 08:30 – 15:30 (6hrs 30mins, 30mins unpaid lunch) • Friday: 08:30 – 15:30 (6hrs 30mins, 30mins unpaid lunch) <p>The hours for the remaining week payable will be directed to Inset training and advocate (parents/carers) evenings</p> <p><i>Please note: In future, occasional evening work may be required in order to meet the needs of the business and the learners</i></p>
Job Description:	The job description is intended as a reference document which identifies the main responsibilities and activities of the College Tutor as the post holder. It may be amended by the Directors or Executive Principal (after discussion with the post holder) to reflect or anticipate changes in the job, commensurate with the salary and job title. It is not intended to be a comprehensive statement of procedures and tasks, but instead sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

JOB DESCRIPTION – VALLEY COLLEGE TUTOR

Role Title	Typically reports to
College Tutor	Head of College
Information sources	Date of profile
	26.03.2021
Purpose of the role (job statement)	
<p>To work with teachers as part of a professional team to organise and support teaching and learning opportunities for SEN learners. The primary focus is to work with whole and/ or smaller groups and individuals, delivering specified work under the direction of a qualified teacher.</p> <p>The post holder provides specialist educational support for learners identified as having learning difficulties, including complex and multiple needs, in a broad range of settings. The post holder also plans, organises and undertakes other related duties to fully support and underpin learning, personal and social development.</p>	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Use teaching and learning objectives to plan, evaluate and adjust sessions/work plans as appropriate within agreed systems of supervision. This will involve working with whole and/ or smaller groups and individuals, independently of the teacher; 2. Work with learners on therapy or care programmes, designed and supervised by a therapist/care professional; 3. Provide specialist support to learners with severe learning, behavioural, communication, social, sensory or physical difficulties; 4. Monitor learner conduct and behaviour throughout the learning process and intervene to resolve highly complex, difficult or very challenging issues; 5. Assess, record and report on development, progress and attainment; 6. Liaise with staff and other relevant professionals and provide specialist support/advice to meet the needs of learners; 7. Assess the needs of learners and use detailed knowledge and specialist skills to support learners' learning; 8. Attend to learners' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters; 9. Support the role of parents/carers in learners' learning and contribute to meetings with parents/carers to provide constructive feedback on learner progress/achievement etc.; 10. Requires the regular manoeuvring of learners with severe physical disabilities; 11. Develop and implement individual development plans/behaviour support plans for learners (such as Individual Educational Plans), including attendance at, and contribution to, reviews; 12. Advise and assist learners in the proper use and deployment of highly complex personal and learning aides and equipment; 	

13. Use specialist expertise to lead, train, advise and support others;
14. Some day-to-day allocation of work to other staff, requiring occasional supervisory responsibility;
15. Working with individuals, small groups and/or whole classes of learners where work is regularly interrupted, which requires switching from one activity to another;
16. Maintain confidentiality and adhere to safeguarding procedure.

College Tutors at this level may also:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training;
2. Develop and implement individual development plans for learners (such as Individual Educational Plans), including attendance at, and contribution to, reviews;
3. Contribute to the development of policies and procedures;
4. Be responsible for the preparation and control of stocks of materials and resources;
5. Liaise with external agencies on a regular basis;
6. Be responsible for learners who are not working to the normal timetable;
7. Invigilate exams and tests;
8. Be responsible for the presentation of displays;
9. Select and prepare resources necessary to lead learning activities;
10. Exchange of potentially complex information, persuasion and negotiation in relation to other staff, professionals, parents/carers.

Indicative knowledge, skills and experience

- NVQ 3 or above and relevant work experience;
- Meet or working towards the professional standards required for this post;
- Demonstrate specialist knowledge and skills that are appropriate to providing specialist support to learners with additional support needs;
- Knowledge and compliance with policies and procedures relevant to safeguarding and health and safety.

Person Specification Form

College Tutor

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: Application Interview
Qualifications <ul style="list-style-type: none"> • Recognised and relevant NVQ Level 3 qualification or equivalent. • NVQ level 4 qualification or equivalent • NVQ level 2 or equivalent qualification in English/Literacy and Mathematics/numeracy 	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p>
Experience <ul style="list-style-type: none"> • Experience of working with young people with SEN • Experience of working in a learning environment • Experience of administrative work in relation to the learning environment • Experience of supporting learners with challenging behaviour • Staff management experience 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>
Knowledge/skills/abilities <ul style="list-style-type: none"> • Experience and deep understanding of safeguarding • Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard • Ability to relate well to young people • Ability to work as part of a team • Good communication skills, both oral and written • Ability to relate well to advocates (parents/carers) • Ability to supervise and assist learners • Time management skills • Organisational skills • Knowledge of roles and responsibilities in a learning environment • Knowledge of the concept of confidentiality • Knowledge of functional skills and adult curricula • Ability to make effective use of ICT • Ability to assess the development of young people • Knowledge of risk assessing learning activities external to the College • Ability to engage and forge relationships in the wider community • Ability to plan and deliver work programmes • Ability to organise, lead and motivate a team • Commitment to undertake in –service development • Flexible attitude to work 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>

GENERAL TERMS OF EMPLOYMENT

PRE EMPLOYMENT CHECKS

All offers of employment are subject to the Trust receiving:

- Proof of identity
- Two satisfactory references
- A pre-employment medical check
- An enhanced DBS disclosure
- Evidence of relevant qualifications
- A signed Code of Conduct

All posts are also subject to successful completion of a 6-month probation period.

WORKING TIME AND ANNUAL LEAVE

- This is a part-time post, 31 hours per week, 39 weeks per year.
- Core working hours are identified in the terms, however the post holder may be required to work outside of normal working hours on occasion, with due notice.
- Term time only staff are to take their holidays during periods of school closure

PERFORMANCE APPRAISAL

- The post holder will participate in the Trust's appraisal cycle
- The post holder will also contribute to performance appraisals for the staff they line manage
- Incremental payments are awarded on 1st April each year, following a successful annual review
- Bonus payments are not included in the pay policy and are not awarded by the Trust

STAFF BENEFITS

The Sea View Trust appreciates that, in achieving its' full potential, it is the staff that make the biggest difference. Therefore, in order to attract the best talent, we offer a competitive reward and benefits package.

Competitive salaries

Competitive salaries are offered for both teaching and non-class based staff, depending on the type and level of role. Pay ranges are reviewed annually and the Trust works closely with recognised Union colleagues to ensure that the pay scales reflect the national picture. Starting salaries are determined by the pay range for the role, the experience of the candidate, as well as external market conditions. The Trust is also proud to be a Living Wage Foundation employer, this helps to ensure that all our staff are treated fairly.

National Terms and Conditions

The Sea View Trust is committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff). This commitment is reflected in an agreement between The Sea View Trust and the national Trade Unions and Professional Associations.

Pension Scheme

All contracted members of staff will be automatically enrolled into the appropriate pension scheme (the Teachers' Pension Scheme or the Local Government Pension Scheme). Employees do not pay tax or national insurance on their contributions and the Trust adds a generous employer contribution, which varies depending on the salary. All staff are entitled to opt-out of the pension scheme should they wish to do so.

Continual Professional Development

The Trust values the contribution of its' skilled staff team and is supportive of Continual Professional Development opportunities. Funded opportunities are upon application and subject to business need.

Holiday

The Trust recognises the importance of a good work-life balance and provide generous holiday entitlements for support staff. This entitlement is in addition to any Bank or Public holidays. If you work part-time, your holiday entitlement will be pro-rated. There is a statutory closure period for all staff over the Christmas and New Year period.

Flexible and Family Friendly Policies

The Trust understands that employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality workforce. Our Flexible Working Policy provides an opportunity for employees to request (after a qualifying period) an arrangement such as a job share, a part-time role or flexibility with home working. Such requests will always be considered fairly, whilst taking account of the needs of the employee, the post and the Trust. The Trust is also very mindful of staff welfare and has policies in place to support staff, wherever possible, with leave for emergencies or for compassionate reasons.

Wellbeing and Occupational Health Services

The Trust has an active Wellbeing focus and is continually considering collective opportunities for staff, together with addressing the agenda for 'workload reduction'. For individual staff, colleagues may be referred to our supportive Occupational Health services and be offered access to appropriate services (e.g. physio assessment, counselling services).

Cycle to Work scheme

The Trust's Cycle to Work scheme enables employees to purchase brand-new bicycles and cycling equipment via salary sacrifice, making tax and National Insurance savings.

Occupational Pay Policies

Subject to qualifying periods, the Trust has both an occupational maternity pay policy and an occupational sick pay policy.