



Alsager School  
An Achieving School - A Caring Community

[NOR 1549, including 306 in the Sixth Form]

## **Vocational Learning Co-ordinator**

**Required from ASAP**

(responsibilities in line with AAAE 5145)

**Grade: 5 Scp: 08 £20,493 [FTE]**

**[£12,199 - £12,464 actual salary]**

**Hours: 25 Hours (days to be agreed) per week: Term Time + 5 days**

**Line Manager: Vocational Learning Leader**

Thank you for your enquiry about the above post. This is a temporary, term time only position based in the Student Connections office of this large 11-18 Multi Academy Trust School with 1549 pupils on roll, including 306 in the Sixth Form. We currently employ in excess of 100 teaching and 75 support staff.

The post holder will work alongside the Vocational Learning/Careers Lead and Personalised Learning Co-ordinator to develop and implement key aspects of Alternative Provision, including work placements and college courses. To deputise for the Personalised Learning Co-ordinator and cover for the part time Vocational Learning Leader as appropriate.

They will also source, secure, set up, risk assess, monitor, review and evaluate Alternative Provision work placements for students who require them via the Core Enrichment option pathway, promoting the social and emotional development of young people so that they become the best they can be.

This post holder will require excellent communication skills with a good standard of education and possess high I.T. skills. In addition, they should have confidence to work closely with children to promote their social and emotional growth in order for them to reach their highest potential.

We are very proud of our system of student support which strives to meet their important needs by creating an environment which provides a sense of identity, support, encouragement and, where necessary, constructive criticism.

Our student support is organised into four vertically arranged Colleges: Dod, Lovell, Moreton and Royce, each with their own College Manager thus allowing every pupil and parent to contact

someone with a direct link to them at any time of the day and get a prompt response. Children stay with the same College Manager and hopefully the same Form Tutor throughout their five years in the main school. They share a suite of rooms in the Andrews building. The Personalised Learning Co-ordinator manages Students Connections which has rooms within the same area.

Further details about the School are available from our website: [www.alsagerschool.org](http://www.alsagerschool.org)

### **Principal Responsibilities:**

1. To complete relevant student referral paperwork for the Core Enrichment pathway.
2. To source, secure and set up appropriate work placements in line with the student's aspirations.
3. To ensure all student/parental referral paperwork for the Core Enrichment pathway, is fully completed in a timely manner.
4. To risk assess all work placements prior to commencement, ensuring relevant ELI (or PLI + disclaimer) is in place, and record accordingly, ensuring all details are kept up to date at all times.
5. To always consider student safeguarding and wellbeing and ensure all necessary actions are taken to ensure these are at the forefront of all work placements and for all employers.
6. To ensure all parents support/are involved in and agree fully to work placement arrangements.
7. To ensure all students are fully prepared prior to the commencement of work regarding Health & Safety, PPE, clothing, hours, breaks, confidence etc.
8. Monitor/review and evaluate the quality of work placements via students and parents and ensure students are comfortable, confident and making desired levels of progress whilst at work.
9. Work with appropriate staff to monitor, evaluate and review the achievements, progress and attainment of learners, ensuring realistic expectations.
10. Provide an administrative service to maintain systems for colleagues to monitor and record progress made by learners and maintain confidential student files.
11. To assist the Vocational Learning Lead/Personalised Learning Co-ordinator with the arrangements for/setting up of Careers related events and activities.
12. To assist the Vocational Learning Lead/Personalised Learning Co-ordinator in embedding the importance of Careers promotion and planning with all students and staff.

### **In conclusion:**

Alsager School is a challenging, but rewarding, place to work. Staff and pupils work hard together to achieve results well above national averages. Alsager School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. The Governing Body and Leadership Group constantly embrace new challenges and staff work in teams enjoying the support of their managers and colleagues.

## How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two-part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **12 noon on DAY, Friday 27<sup>th</sup> November 2020**. Interviews will be held on Monday, 30<sup>th</sup> November 2020. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

If you complete an application electronically, you can return your application via email to Mrs. Owen at [jobs@alsagerschool.org](mailto:jobs@alsagerschool.org) *NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.* All electronically submitted applications will be acknowledged.

Completed application forms should be returned to: Mrs. Ashley Owen  
H.R. Manager  
Alsager School  
Alsager ST7 2HR



It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you soon.

Yours sincerely,

Ashley Owen  
Human Resources Manager

BPi/ vocation Learning Co-ordinator/Oct 2020

Further details about the School are available from our website: [www.alsagerschool.org](http://www.alsagerschool.org)

## PERSON SPECIFICATION



Alsager School  
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**Job Title:** Vocational Learning Co-ordinator

**Grade:** Grade 5

CRITERIA	ESSENTIAL	DESIRABLE
<p><b>Experience</b></p>	<p>Administrative experience of working in a busy office environment working to strict deadlines.</p> <p>Proven ability to communicate with people at all levels of the organisation.</p> <p>Use of systems to record, monitor and report on the progress of learners.</p>	<p>Previous experience in the education field/developing whole school initiatives.</p> <p>Work with vulnerable learners.</p>
<p><b>Qualifications/ Knowledge</b></p>	<p>Good standard of education including GCSE Maths &amp; English.</p> <p>Highly competent in the use of Microsoft Office suite of applications.</p> <p>Articulate and attentive to details/accuracy.</p> <p>Willingness to undertake appropriate training.</p>	<p>NVQ or HLTA</p> <p>Knowledge of the National Curriculum.</p> <p>Experience in use and manipulation of School's Information Management Systems (SIMS) packages.</p>
<p><b>Skills and Aptitudes</b></p>	<p>Personal authority.</p> <p>Capacity to plan both strategically and operationally.</p> <p>Excellent communication, organisation and co-ordination skills.</p> <p>Outstanding networking skills both within and beyond school.</p> <p>Self-disciplined and methodical</p>	<p>Have high expectation of themselves with the capacity for self-improvement.</p>

<b>Physical Attributes</b>	Good Health record. Good attendance record. Pleasant manner.	Self-confidence. Maturity.
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## **APPOINTMENT OF: Vocational Learning Co-ordinator**

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### **TERMS & CONDITIONS OF SERVICE (NJC)**

#### Negotiating Body

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services.

#### Hours of Work

The standard working week for full time employees is 22.5 hours worked over three days.

#### Salary

For employees newly appointed to the school, progression through the salary scale will be by annual increment on the anniversary of your appointment each year until the maximum point of the scale is reached.

Salary is paid in 12 equal monthly payments on the 15th day of each month, unless that falls at a weekend or Bank Holiday, in which case it will be paid on the first banking day thereafter. Payment will be directly into a Bank/Building Society account.

#### Leave Entitlement

The entitlement for full-time, full-year employees is 25 working days, with an extra 5 days being granted after 5 years' continuous service. Additionally, 8 Bank Holidays are currently granted each year. NB: Pro rata entitlements are applicable for staff working less than full-time hours or part-year.

#### Probationary period

New entrants to the School are subject to a probationary period of 25 working weeks during which you are expected to establish your suitability to the post.

#### Medical approval

An offer of appointment is subject to the successful candidate submitting an acceptable statement of medical history and present state of health, and, if required by the Medical Adviser, undergoing a medical examination.

#### Notice to Terminate

This appointment is subject to one month's notice by the employee. The school's notice varies according to the employee's length of service.

#### Pension Arrangements

The person appointed will have the choice to:

- become a member of the Local Government Pensions Scheme; or
- be a member of a personal pension scheme; or
- rely on the State Earnings Related Pension Scheme (SERPS).

#### Sickness Leave & Pay

The post is subject to the provisions of the School's occupational sickness scheme which entitles employees to one month's full pay and (after 4 months' employment) 2 months' half pay during their first year of employment, rising to 6 months' full pay and 6 months' half pay after 5 years' employment.

### No Smoking

Governors have approved a “No Smoking” policy for the School. Employees joining the School do so in the knowledge that they will be required to comply with these arrangements. They will be entitled to avail themselves of medical advice on cessation planning from the Occupational Health Unit.

### Relatives within the School/Council

Applicants must disclose on their application form details of any relative who is a School employee. If applicants do not give details of a relationship they are liable to be disqualified for the job or if appointed, liable to be dismissed. This will also be the case if the applicant or someone else uses improper influence to attempt to get them the job (but this does not prevent a School employee giving a written reference about the applicant).

### Equal Opportunities Policy

The School is committed to the promotion of equality of opportunity and the elimination of discrimination; all applicants should note that they will be considered on the basis of suitability regardless of disability, gender, race, religion, age, sexual orientation and marital status or any other discrimination which is unfair or unreasonable.

### Asylum and Immigration Act

All successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or if this is not possible, other evidence of your entitlement to work.

### Standards of Conduct

The School’s Code of Conduct, and associated guidance, sets out the standards which are expected of employees.

Any attempt by a candidate to influence the selection process improperly will result in disqualification and, if appointed, may render the employee liable to dismissal without notice.

### Safeguarding Children

Alsager School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Employing people with a criminal record

The School aims, as part of its approach to Valuing Diversity, to promote equality of opportunity for all and has an open-minded recruitment policy in relation to employing people with past convictions. At the same time children must be protected and a safe working environment provided for all employees.

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.\*

However, this job is one of those to which the provisions of the above Act in relation to spent convictions\*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions\*, whether or not they are spent.

Should an applicant have a criminal conviction\*, this will be discussed in confidence at interview. However only convictions\* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions\* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link:

[http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

\*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

#### Disclosure & Barring Service (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

#### References

The appointment will be offered subject to our receiving satisfactory references.

One referee should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past, they should provide a referee from that employer.

NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.

Bpi/Vocation Learning Co-ordinator