



Bryn Elian

Recruitment Pack

**On Site Inclusion
Centre Lead**

Achievement for All
Llwyddiant i Bawb

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Dear Applicant,

Thank you for your interest in our On-Site Inclusion Lead vacancy. The Headteacher and governing body of Ysgol Bryn Elan is looking to appoint an inspirational and visionary leader for our inclusion centre.

The school is a recognised Centre of Excellence for inclusion, a status awarded to the school in January 2022 by IQM and retained after a robust assessment in 2023.

We want to continue to offer our pupils a broad and interesting curriculum which helps widen their horizons and raise aspirations, as articulated in the school's aims and objectives and the Country's National Mission. We hope a new OSIC Lead will bring exciting, innovative and inclusive practices to our team and will enjoy the new benefits and challenges of working at this exceptional school.

Here, you will find committed staff, strong leadership, keen and eager children who love to learn and many parents and carers who value and support their school community. You will inspire confidence and build trust in all of our stakeholders, particularly our children.

While this role will undoubtedly bring with it challenges, it is also incredibly rewarding. It provides an opportunity for flexibility and creativity suitable for someone who is highly motivated and visionary. This is an innovative role, supported by the Headteacher and Assistant Headteacher and is set in the wider context of national education reform, which will provide a new and exciting career path which is both challenging and rewarding.

We are really looking forward to the next step of our journey together and if you feel you are the person to lead us, we do encourage you to apply.



Mrs L. Hastings
Headteacher

Where is Ysgol Bryn Elian Based?

The school is located in the heart of the North Wales coast in Old Colwyn, Colwyn Bay in the beautiful county of Conwy. We are an English medium school who very much value the Welsh language and culture.

We have excellent road and rail links and are easily accessible from the cities of Chester, Manchester or Liverpool.

Although we have six cluster schools who feed into Ysgol Bryn Elian, the reality is that our learners come to us from in excess of 25 primary schools, which is why we are oversubscribed. We value our learners and the communities where they live very much. The support of our parent body is very important to us.

Teaching and learning is a constant priority for us as a school and we firmly believe in researching pedagogical practices and the science of teaching to inform all that we do.

We have an active School Council who drive forward the learner agenda. Our Eco-Committee have also recently been successful in the renewal of the Eco-School's Green Flag Platinum Award – something the committee and the school are very proud of.

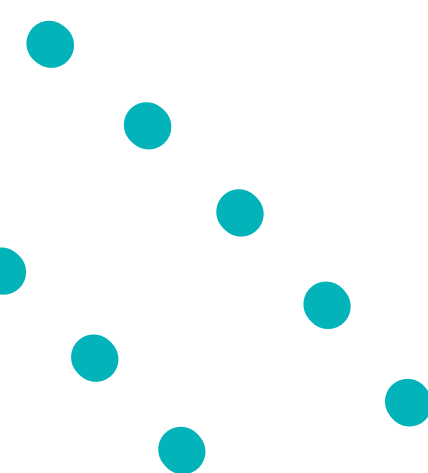
School Building & Resources

The school was built to open in 1976 on top of a hill with very impressive far reaching views of the hills and out to the open sea. As a school we are always trying to find ways to improve the school's facilities and, over the last 24 months, we have managed to:

- The upgrading of tiered seating and redecoration of the school's theatre
- The refurbishment of a further Science laboratory
- The refurnishing of the Staff Room area
- Decoration of key main corridors and classrooms to include new furniture
- Submission of a Grant for a £240,000 replacement of Astro turf pitch to state-of-the-art 3G pitch
- Construction of a new multi-use games area

In addition to these exciting projects, Ysgol Bryn Elian is well equipped to cater for all the academic, creative and sporting needs of our students. We have a range of modern educational facilities to include:

- An impressive and well-resourced Sports Hall
- Large attractive campus on the edge of open fields
- All-weather sports pitches and tennis courts
- An eco-garden
- A fully equipped theatre to enable full-scale theatrical productions
- All departments have access to class electronic devices such as laptops or chrome books
- All classes have whiteboards and projectors
- Design and technology suites with state-of-the-art equipment
- A bright and cheerful reading environment in our Library



Job Description

Post Holder:

Post Title: OSIC Lead

Line Manager: Assistant Head: Pupil Services & Their Wellbeing

Purpose:

- To lead and manage the day to day running of the OSIC, to promote inclusion and encourage learners to return to mainstream.
- To plan, implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for learners in the OSIC and to support individual mainstream learners as appropriate.
- To monitor and support the overall progress and development of learners attached to the centre.
- To facilitate and encourage a learning experience which provides learners with the opportunity to achieve their individual potential.
- To devise individual programmes to meet the particular needs of learners who are disaffected or likely to become disaffected.
- To manage the school's Referral and internal exclusion area.
- To contribute to raising standards of learner attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To link with external agencies as appropriate.
- To contribute to the maintenance of good order.
- To manage the deployment of TAS to enable in-class support from OSIC Teaching Assistants for learners.
- To lead and manage the centralised detention system.

Reporting to: Head Teacher, Deputy or Assistant Head: Pupil Services & Their Wellbeing.

Responsible for: The provision of a full learning experience and support for learners.

Liaising with: Head/Deputy, Assistant Heads responsible for Pupil Services & Their Wellbeing and Learner Achievement & Potential, Learning Managers, teaching/support staff, LEA representatives, external agencies and parents as appropriate.

Working Time: Full time 195 days

Salary/Grade: MPS/UPS +TLR 2.2 Currently £5,741

Disclosure level: Enhanced

MAIN (CORE) DUTIES

Operational/Strategic Planning

- To work with subject leads and AH in charge of inclusion, to plan and implement the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the centre.
- Devise the centre's development plan and its implementation.
- To plan and prepare courses and lessons for individual learners within the centre with support of teachers, where appropriate.
- To teach alternative courses for learners e.g. SWEET where appropriate.

Provision:

- To work with the Assistant Heads responsible for Pupil Services & Their Wellbeing and Learner Achievement and Potential to ensure that the centre provides a range of teaching which complements the school's strategic objectives.

Curriculum Development:

- To lead curriculum development and change, with the support of relevant middle and senior leaders, to ensure the continued relevance to the needs of learners, examining and awarding bodies and the school's Mission and Strategic Objectives.
- Develop programmes to support behaviour, emotional and social needs including: conflict resolutions, anger management, mentoring programmes and self-esteem development to enable learners to make positive choices about their own behaviour.

Staffing

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To lead and manage a team of TAs to support the smooth running of the OSIC.

Staff Development:

- To continue professional learning in the relevant areas including subject knowledge and methods of delivery.
- To engage actively in the Professional Development Review process.
- To provide relevant support for staff involved in the work of the centre, where appropriate.

Recruitment/Deployment of Staff

- To ensure the effective/efficient deployment of classroom support, using the OSIC Teaching Assistants.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Enhancement:

- To implement school quality procedures and to adhere to those.
- To monitor and evaluate the success of the centre in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To evaluate and review methods of delivery and programmes of work.
- To take part, as may be required, in the review, development and management of

activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation in the tracking of relevant learners using OneNote, Satchel One and Eclipse.
- To track learner progress and use information to inform teaching and learning packages.

Communications:

- To communicate effectively with the parents of learners as appropriate, including attending OSIC and inclusion meetings.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison:

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To order and allocate equipment and materials.
- To identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, centre and the learners.

Pastoral System:

- To promote the general progress and well-being of individual learners attached to the centre.
- To provide specialist outreach support to learners in mainstream in danger of becoming disaffected as identified through High-Profile Meetings, Mini-moderations and Satchel One.
- To liaise with the Assistant Head: Pupil Services & Their Wellbeing to ensure the implementation of the school's Pastoral System.
- To evaluate and monitor the progress of learners and keep up-to-date learner records as may be required.
- To prepare Action Plans, IBPs, IDPs and PSPs and other reports, as required using Eclipse where appropriate.
- To alert the appropriate staff to problems experienced by learners and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of learners and with persons or bodies outside the school concerned with the welfare of individual learners.
- To contribute to PSE and DACW as per school policy.
- To apply the Behaviour Management systems so that effective learning can take place.

Delivery of Provision:

- To enable learners to make progress according to their educational needs,

including the planning and setting of work to be carried out by the learner in school and elsewhere, to be provided by subject leads and class teachers.

- To analyse, record and report on the attendance, progress, development and attainment of learners and to keep such records as are required.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and learners to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- To observe the requirements of the school's Health and Safety Policy.
- To undertake any other duty, relevant to guidance, not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to dress and behave in a way compatible with their duties and responsibilities, thereby ensuring that they can insist on high standards of dress and behaviour from learners.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Factor	Requirements	How Identified	Rank E- Essential D-Desireable
Knowledge & Skills	Good honours degree and achievement of QTS	AF/V	E
	Qualification relevant to working with children of ALN	AF	D
	Knowledge of Microsoft software packages, and experience of using word processing and spreadsheets packages	AF/I/R	D
	Ability to work under pressure to complete tasks and adhere to deadlines.	AF/I	E
	Excellent organisational skills including an ability to manage own workload and plan activities.	AF/I	E
	Good communication skills in written and spoken English.	AF/I	E
	Fluency in Welsh Language	AF/I	D
	Knowledge and experience of using positive behaviour support strategies to manage and change challenging behaviour.	AF/I	E
	Knowledge of and commitment to the rights and interests of children and young people.	AF/I	D
Creativity & Innovation	Excellent personal motivation and enthusiasm for completing assigned tasks.	AF/I	E
	Ability to research and organise information for inclusion in documents and reports.	AF/I/R	D
	Ability to work independently and use initiative to solve problems and create solutions.	AF/I/R	E
	Ability to support personalised curriculum offers and pathways working strategically with others.	AF/I	E
Contacts & Relationships	Excellent interpersonal skills and an ability to communicate effectively, in both written and verbal form with staff, parents and external organisations.	AF/I	E
	Ability to integrate into and work effectively within a variety of team environments.	I	E
Decisions/ Recommendations	Ability to recognise ways in which systems can be enhanced to maximise their effectiveness and present a coherent case for doing so	AF/I/R	E
	Capable of making decisions as to prioritising work tasks and deadlines	AF/I	E
Resources	Responsible for the safekeeping of school digitalised assessment data.	I	E
Work Demands	Ability to respond effectively to regular interruptions and to deal with any conflicting priorities that may arise.	AF/I	E
Physical Demands	The post is largely school based however some travel for training or meetings at other sites may be required.	AF/I	E
	Ability to cope with a high level of computer system use.	AF/I	D
	Knowledge and ability to implement outdoor learning to enhance the learning experience.	AF/I	D

AF: Application Form

I: Interview

R: Reference

V: Verification

Overarching Statements

Ysgol Bryn Elian is a school committed to safeguarding in all its guises and places an expectation on all involved in the Bryn Elian community to share this commitment. Teaching staff at Ysgol Bryn Elian undertake their job specifications with due regard to the National Standards for Qualified Teachers and the STPCD.

This document covers the responsibilities of all classroom teachers.

Pastoral System Organisation

Each year group at Key Stage 3 and 4 at Ysgol Bryn Elian have a Pastoral Progress Leader, who are teachers leading the pastoral system for each year group. They are assisted by full time Learning Mentors who are non-teachers and therefore have no timetable commitments.

In addition, we have an Education Welfare Officer and an Attendance Support Worker who work with our learners.

In addition to the County Council's



school-based counsellors we employ our own counsellor to help and support our learners.

All of our pastoral teams are Mental Health First Aid trained.

The Sixth Form is led by the Director of Sixth Form studies.

They are assisted by a grant funded coach and a grant funded Post 16 Wellbeing & Engagement Officer.

How to Apply

Deadline for applications: 17/02/25

Interview date: 21/02/25

Vacancy published on: 04/02/25

Start date: ASAP

Contact: Gemma Parry

Telephone: 01492 518215

Please apply using the application form accompanying this pack, along with a CV and accompanying letter of application.

Please return forms via email to ParryG128@ysgolbrynelian.cymru or by post to:

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