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## JOB APPLICATION PACK

# Employability/Functional Skills tutor

## WHAT IS INCLUDED IN THIS PACK?

To help you prepare for your application, we have put together this candidate pack. It includes key information you will need and hopefully answers some of your important questions before we meet you.

The pack includes:

* Welcome letter from Jacqui Green, Headteacher
* Who are Fresh Futures?
* Why work with Fresh Futures?
* College overview
* The role
* Job description
* Person specification
* How to apply
* Application FAQs

Other resources you may want to look at are:

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| Our website: | <https://brianjacksoncollege.co.uk/> |
| Our Ofsted report: | <https://brianjacksoncollege.co.uk/key-information/ofsted-report/> |

## LETTER FROM THE HEADTEACHER

Dear Applicant,

Thank you for your interest in the Employability/functional skills position based at the Vocational Centre Heckmondwike This is a fantastic opportunity for you to join our highly successful, hardworking, dynamic, creative, and friendly team.

Brian Jackson College is an Alternative Provision, owned and managed by Fresh Futures, who have been pioneering better support for young people with projects and services in the wider community since 1974. It was founded in 2005 and is an independent school rated GOOD by Ofsted.

We aim to inspire all our pupils to be motivated and successful citizens equipped to meet the challenges of today and tomorrow. We have created a positive environment that offers a fresh start and encourages and promotes pupils academic, social, moral, spiritual, and cultural learning.

Our 2023 Ofsted report stated that ‘Pupils enjoy attending Brian Jackson College. There are positive, caring relationships between adults and pupils. During the inspection, pupils and staff commented that the school has a ‘family feel’…Behaviour across both school sites is good. When issues do arise, adults provide nurturing support to help pupils manage their behaviour and make positive choices.’

If you are ambitious and passionate about changing lives and want to be part of our vision, we would love to hear from you. If you would like an informal discussion ahead of submitting your application, please feel free to contact Nadia on 01924 408306 or via email at [bjcadmin@freshfutures.org.uk](mailto:bjcadmin@freshfutures.org.uk)

Once again thank you for your interest in the post of Keyworker and working at Fresh Futures. I look forward to receiving your application and possibly working with you in the future.

Yours sincerely

Jacqui Green

**Headteacher**

## WHO ARE FRESH FUTURES?

**IMPROVING LIVES & INSPIRING CHANGE**

Our vision is for all young people have opportunities for a better life, now and in the future.

Fresh Futures is a regional charity that works with vulnerable and disadvantaged children, young people, and their families within Kirklees and surrounding areas.

We are thought leaders and, together with partners, our mission is to deliver the best possible outcomes through four interwoven strands of activity – providing education services and facilities, building healthy relationships, promoting health and wellbeing, and improving employability skills.

‘Improving lives and inspiring change’ is at the heart of everything we do.

Established in 1974, our far-reaching heritage means we have the skills, expertise, and reputation to drive equality and social justice forward – and this is something we’re extremely proud of. We’re ingrained in our diverse communities and, as a result, *truly* understand the needs of the children, young people, and families within them.

Therefore, our services do not stand in isolation but are interconnected – working together with our communities and external organisations to remove barriers and help children (under 18 years-old) and young people (under 26 years-old) in Kirklees and surrounding areas to have a brighter future.

Our four-interlocking strands of work have a direct or indirect impact on children and young people, and they are:

* **Education services** – Alongside our alternative non-mainstream educational provisions, we also deliver a range of services that educate, guide, and support families.
* **Health and wellbeing** – We offer health, nutrition, safety, and wellbeing support to families who are in need.
* **Employability and skills** – We provide ready-for-work support and personal development opportunities for families.
* **Healthy relationships** – We offer a range of services that help the people we support to build and sustain healthy, positive, safe, and respectful relationships.

We provide early interventions and medium to longer-term support for children and those in a child’s circle of influence who are facing challenges with their social, emotional, and mental health – meaning we’re experts in dealing with the difficult everyday issues they face.

We listen, we respect, we include, we empower, we care. And through the work that we do, we aim to make a positive and lasting difference for the people we support.

At Fresh Futures, we don’t solely meet the needs of our community, we help to positively impact the lives of others by shaping the conversation, influencing the agenda, and demonstrating thought leadership in our areas of expertise.

For more information on our history, please feel free to look at our website: <https://freshfutures.org.uk/about-us/our-history/>

Our services

Today, we have a wide range of services, including:

* Support for families, including Healthy Start, Safety Rangers and Hopeful Families
* Support for children, including child contact centres.
* Support for parents, including our Domestic Abuse Prevention Programme
* Support for young people, through Brian Jackson collegeSupport for vulnerable people, including Community Connections and warm spaces

Fresh Future’s Senior Leadership Team

|  |  |
| --- | --- |
| Chief Executive | Mark Farmer |
| Head of Finance and Support Services | Julie Watt |
| Head of Children and Family Services | Catherine McKenzie |
| Head of Income & Partnerships | Katie Shephard |
| Head of Education (Head Teacher) | Jacqui Green |

Our Chief Executive works collaboratively with the Senior Leadership Team to achieve the strategic and operational aims of the Charity.

## WHY WORK WITH BRIAN JACKSON COLLEGE & FRESH FUTURES?

We have a long and proud history which we are proud of. We are a friendly and straight forward team, who believe in supporting each other through thick and thin. We are confident that we are providing the best alternative provision for our pupils and inspire each other to find new ways to give our pupils opportunities where they haven’t had them.

Our **values** are

* Inclusive
* Empowering
* Caring
* Trusted
* Approachable

We actively promote:

* Democracy
* Respect for different beliefs and religions
* Universal rights for all
* Equality of Opportunity
* Freedom of Speech

### The benefits of working with us

As well as joining an amazing team, we have the following perks:

### Very flexible working including the freedom to work from home and flexi-hours.

### Long Service Recognition awards

### Annual staff Thank You Events for employees and their partners, with open bar.

### Annual Christmas Party plus extra Festive events

### Employee Forum and activities

### Employee Assistance Program, including free health and wellbeing services, such as counselling, relationship, and financial advice.

**Why our colleagues think you should join our team**

We asked our team why they love and enjoy working for Brian Jackson College. Their responses included:

*“it’s rewarding”*

*“it’s a privilege to be part of a young person’s journey”*

*“It’s not just a job; it’s a vocation”*

*“We’re like a family”*

**Why our pupils think you should join our team**

We asked our pupils why they think you should join our team; their responses included:

*“It’s like a family here”*

*“It’s different to mainstream school”*

*“It’s a second chance”*

*“We get to do fun stuff”*

*“The staff are really kind”*

## COLLEGE OVERVIEW

We are a fresh start for our pupils, and we are dedicated to supporting them on their journey to academic achievement.

*‘Everyone is known as an individual and pupils’ diverse backgrounds and heritage are truly valued.’* Ofsted

Our College Leadership Team consists of:

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| --- | --- |
| **Head Teacher KS3/KS4/KS5** | Jacqui Green |
| **Head of Post 16** | Jennifer Netherwood |
| **Deputy Head Teachers** | Brigitte Barrowclough (Huddersfield)  Nicola Atkinson (Heckmondwike) |
| **Counsellor & Pastoral manager** | Joanne Warwick |
| **SENCo** | Victoria West |

We pride ourselves on our nurturing ethos, taking a nurturing attitude across the board and considering all our pupils holistically. Each of our pupils have different and unique needs, which need tailored support. Our focus is on praise for actions, behaviors, relationships and completed work.

Support is provided through:

* SENCO (Special Educational Needs Coordinator)
* Nurture/ Enrichment specific sessions
* Using and applying Boxall profiling and nurture principles
* Bespoke EHCPs (education health and care plan)
* Curriculum mix of academic and vocational courses.
* Extracurricular activities, including outdoor activities.

We work closely with external agencies and have strong and productive relationships with them to safeguard our pupils. We see the importance of connecting with external agencies particularly around relevant and current issues in the local community that impact our pupils.

Our facilities across our sites include:

* 12 classrooms
* SEAL (social and emotional aspects of learning) areas
* Nurture rooms (for time outs)
* Food technology room
* Hair and beauty salon
* Vocational bays for mechanics, construction, and joinery
* Dining areas

We also work with other educational partners who provide external access to additional vocational facilities.

## COLLEGE POLICIES

### Safeguarding and Child Protection

This college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a Designated Safeguarding Lead and wider Safeguarding team, who are responsible for referring and monitoring any Safeguarding and Child Protection concerns. All members of staff will receive training in line with our child protection policy.

### Employee Conduct

The Headteacher and Governing Body regard everyone working at our school as a role model to our pupils. As such, employees should conduct themselves with integrity, impartiality, and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the GTCE (General Teaching Council, England), and the school considers the principles to apply to all staff employed at the school.

### Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.

*This is a summary of the key college policies; if you are successful in the role, all policies will be shared with you as part of your induction*

## THE ROLE

The primary role of our employability/functional skills tutor will provide support and have responsibility for the learning progress, emotional development, and welfare of disadvantaged and vulnerable pupils in our post 16 provision. You are also be required to support in our other provisions in our 13-16 provisions. You will provide engaging lessons which ensure that students improve their levels of Literacy and numeracy. You will also produce and deliver an engaging employability qualification:

**Specific duties**

* Plan classes in line with the curriculum as relevant to the age and ability group/subjects that you teach
* Deliver functional skills qualifications to small groups of young people
* Deliver employability qualification to small groups of young people
* Prepare and develop teaching materials, teaching programmes and pastoral arrangements as appropriate
* Provide an inspiring, motivating and challenging environment to enable pupils to fulfil their potential
* Provide different techniques to engage pupils in active, hands on, creative problem based learning.
* Provide teaching based on each pupils individual needs, capabilities and learning preferences
* Apply a range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners progress and levels of attainment.
* Provide pupils with feedback to enable ongoing learning and development.
* Contribute to the EHCP process

**Please see attached JD for further duties**

The post-holder will experience a certain level of autonomy with regards to their workload. However, they will be expected to be closely supervised by the SENCo and must hold a full driving license.

**Closing Date for Applications Friday 4th July (12 noon)**

Interview Date week commencing on **Monday 7th July**

(CVs without an application form will not be accepted. No agencies please)

*Fresh Futures is a regional charity that supports vulnerable and disadvantaged children and young people, and their families, within Kirklees and surrounding areas. We aim to ‘Improve lives and Inspire change’ and, through our four strands of work, drive equality of opportunity and social justice forward – empowering individuals to make positive life choices and be the best they can be. Our vision is for all young people to have opportunities for a better life now and in the future.*

## PERSON SPECIFICATION

* Experience working with KS3, KS4 & KS5 pupils in Alternative provision or PRU setting.
* Experience delivering a wide range of subjects
* PGCE/QTS or equivalent
* Experience of delivering Functional skills
* Experience of assessing, recording, and reporting on pupils learning
* Current Safeguarding children level 1 training
* Working with young people experiencing SEMH
* Training in behaviour management

## HOW TO APPLY

CVs are not accepted as part of the application process. Please ensure you fully complete the application form included in this pack/online. If you have a disability that prevents you from completing the application form, please contact us to discuss.

Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post.

**If you do not have a copy of the application form and associated documents, please download them by visiting** <https://freshfutures.org.uk/get-involved/work-with-us/>

We require details of **two referees**, one of which must be your current or most recent employer. Please provide their names, **email addresses** and daytime contact numbers. (See ‘References’ on the important Information page of this Pack).

Please sign the declaration on the final page of the application form. If you are submitting your application electronically, you will be required to sign this page if invited for interview.

Completed application forms should ideally be emailed to us at [bjcadmin@freshfutures.org.uk](mailto:bjcadmin@freshfutures.org.uk) or be posted to Brian Jackson College, Vision House, WF16 0AD and to arrive no later than **12 noon** on the closing date (specified on the role description).

**Application forms not fully completed with employment or other gaps, questions unanswered or unsigned, will not be considered.**  As a result, please check your application before submitting.

## APPLICATION PROCESS FAQS

**What references do I need to give and when?**

As part of the offer process, we will need to have the contact details for two referees. Whilst we don’t need to have two satisfactory references before you start work, we will need to receive them before your probation period ends. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record, and(as appropriate) potential suitability to work with children and/ or vulnerable adults. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies, or relevant issues as part of the recruitment verification process. If we do not receive satisfactory references, we may need to end your probation period and therefore your employment.

**What does the selection process look like?**

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions may be asked to assess your suitability to work with children and vulnerable adults, based on the role you are applying for Fresh Futures are committed to safeguarding and promoting the wellbeing of all children and vulnerable adults. We expect all employees and volunteers to share this commitment.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the HR Administrator if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

**Will you need to see proof of my qualifications and identity?**

All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated in accordance with our Data Protection Policy for Recruitment Candidates and disposed of appropriately.

**When will I need to prove I have the right to work in the UK?**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. We will ask for proof of this at interview stage. You will be asked to bring original documentation, including photographic proof of ID, to the interview.

This would include:

* Passport (current or expired)
* Passport, visa, and biometric resident card
* Passport and EU settlement scheme registration documentation (e.g., share code)

If you have any queries about what ID to bring, please ask us and we can clarify.

**Will I need an enhanced DBS check?**

Some roles at Fresh Futures require either a Standard or Enhanced DBS check to be completed with the Disclosure & Barring Service. If you have any questions about this or what information you need to provide as part of the DBS check process, please let us know.

**Will I need to complete a Health Questionnaire?**

Before taking a teaching appointment, the preferred candidate will be required to complete an Occupational Health Medical Questionnaire. This will be completed after offer and before starting in the role.

Please be honest on this form, as failure to declare relevant medical history may affect your employment.

**What will Continuous Professional Development look like?**

Fresh Futures is committed to developing all its employees. All new starters are inducted into our community to enable new colleagues to become familiar with the culture of Fresh Futures and its policies, expectations, and procedures.