



UTC Warrington

Targeted Support Manager - Progress

Candidate Information Pack





Job start- By negotiation

Interviews: Week commencing 10th Jan 2022

Salary: £24,982 (Scale 6 SCP 18 NJC Payscale) FTE

Benefits: Local Government Pension Scheme

Location: Warrington

Contract type/Hours: Part Time/ Term-time only

Contract term: Fixed term until 31/08/22 (to be reviewed summer 2022)

Hours: 30 hours per week

Introduction

We are seeking to appoint a highly organised and efficient Targeted Support Manager (Progress). The post holder will be expected to promote the vision and values of the college with all stakeholders including parents, visitors and the wider community. We operate a culture of continued professional development and are looking for an enthusiastic, committed individual to join our team.

About Us

UTC Warrington opened in September 2016 and was first inspected by Ofsted in May 2019 and secured a 'Good' judgement in all areas. UTC Warrington aims to become an Outstanding institution by our next Ofsted inspection.

Our key focus is to support young people in preparing for the world of work, develop technical skills, and to find meaningful careers – apprenticeships, university, or employment. Manchester Metropolitan University collaborated with employers such as Sellafield Ltd to create the UTC, providing students with valuable relationships and experiences within the STEM industry in the Northwest and beyond.

We are a school and sixth form, with a strong focus and vision that prepares students for a high-quality role within science, technology, and engineering. Our students study academic subjects, with a range of GCSEs and post-16 qualifications. We also offer the opportunity for students to focus on developing their technical knowledge and skills and to work directly with the region's employers.

Our dedicated personal development programme encourages students to challenge themselves by using their skills in Leadership, Organisation, Resilience, Initiative, and Communication in all aspects of their UTC career. Combined with opportunities to take part in our high-quality co-curricular programme (cadets, NCS, student leadership, sport) our young people are ready for the world of work.

Our school has fantastic facilities and state-of-the-art equipment. Students have contact with industry professionals and teachers with strong industry experience.

Closing date: Please complete an application form and submit a covering letter to ldevine@utcw.co.uk. CVs will not be accepted. **The closing date for applications is midnight on Thursday 6th January 2022.**



UTC Warrington – Targeted Support Manager (Progress) Job Description

Job Title:	Targeted Support Manager (Progress)
Salary:	£24,982 (Scale 6 SCP 18 of NJC Payscale) FTE
Job Purpose:	To analyse progress in both pastoral and academic opportunities at the UTC. Putting in place programmes and packages to raise progress and achievement as required. To also monitor progress overtime of key target groups, through ensuring rigorous data is reported on to key leaders and analysed to aid interventions.
Accountable to:	Vice Principal
Main Duties and Responsibilities:	<ul style="list-style-type: none"> • To work with the SLT to feed into and disseminate strategic plans to ensure the needs of all students are catered for. • Set up programmes to raise achievement (including disaffection and lack of confidence) • To monitor the work of groups of students • Evidence of regularly monitoring data to identify and intervene when students are falling behind in term of progress, achievement and attendance. • Promote a positive identity within the cohort of pupils through the organisation of rewards, extra-curricular activities and cohort events. • Make effective and consistent use of pupil’s records and data in order that individual and groups of students can be appropriately supported and challenged. • Arrange meetings with parents to explain the achievement and progress of pupils and general issues relevant to the cohort (e.g. work experience, co-curricular etc.) and to discuss the progress of individual students. • Liaise with SENCO and Head of College to monitor students receiving additional support and make appropriate referrals. • Lead on the implementation of the UTC COVID catch-up strategies
Responsibilities common to all staff:	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Foster UTCW’s vision and objectives. • To ensure equality and diversity is celebrated and promoted through all practice, and that success is achieved through widening participation and encouraging access to a diverse range of students. • Effectively discharge UTCW’s responsibility for safeguarding students. • Work within the UTCW Health and Safety policy to ensure a safe working environment for staff, students and visitors.



	<ul style="list-style-type: none"> • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues • To engage actively in the performance review process • Adhere to policies and procedures as set out in the staff handbook or other documentation available to all staff. • Attend appropriate professional development/training sessions, courses or meetings to ensure that skills are maintained and developed to meet the changing needs of the college. • To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, students and members of the general public. • To be responsible and accountable for carrying out the post with regard to the college’s Safeguarding Policy, Equal Opportunity Policy. Health and Safety at Work Act and any other relevant policies and procedures. • Carrying out any other duties associated with the work of the College as may be directed by the Head of College, commensurate with the grade of the post.
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Person Specification

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Educated to GCSE or equivalent level, including at least a C grade in English and Maths (or equivalent). 	<ul style="list-style-type: none"> • Higher Education/degree.
Skills:	<ul style="list-style-type: none"> • The resilience to thrive in a busy and fast paced working environment. • Ability to build and maintain successful relationships with students, parents and staff, based on mutual respect and consideration. • Excellent ICT skills including the ability to use specialist packages. • Excellent literacy & numeracy skills. • Capacity to quickly develop a working knowledge of the relevant policies, systems, protocols and procedures. • Ability to identify own learning needs and actively seek development opportunities. • Be able to handle confidential issues sensitively and appropriately. 	



	<ul style="list-style-type: none"> • Flexible, motivated and committed to high standards of working in a professional manner. 	
Experience, knowledge and understanding:	<ul style="list-style-type: none"> • Awareness of the importance of safeguarding. 	<ul style="list-style-type: none"> • Working within an educational setting.
Characteristics:	<ul style="list-style-type: none"> • Positive and pro-active approach. • Demonstrate a commitment to the college vision, aims and ethos, its community and the college improvement agenda. • Demonstrates a passion for the UTC model and delivering education that is student centred and cutting edge. • Highly personally credible and able to represent UTCW with external agencies, particularly employers. 	<ul style="list-style-type: none"> • Enhanced DBS.

UTC Warrington is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff within the college.

December 2021