



Head of Centre
TLG Reading

THE SUNDAY TIMES
100
BEST NOT-FOR-PROFIT
ORGANISATIONS
TO WORK FOR
2019



Introducing TLG...

Transforming Lives for Good (TLG) is a national charity that helps churches to bring hope and a future for struggling children. That means getting alongside struggling children, providing practical support in and out of school and connecting with home to bring hope and a future.

All over the UK, children are struggling in school for all kinds of reasons and many families are suffering without hope. Nationally, the latest statistics show that:

- Children living in poverty are 4 times more likely to get a permanent exclusion from school
- More than two thirds of the current prison population were excluded from school
- One in six 16-24 year old 'NEETs' (those not in Education, Employment or Training) die within ten years of falling out of the system
- 1.5 million children are entitled to free school meals in the UK

But there is hope.

It comes through the local church making a real difference in their community. TLG is passionate about bringing a practical approach that goes way beyond education and works to build strong connections between local churches, families and schools. At TLG, we have a big vision to make the difference in as many children and families lives as possible. We are transforming lives for good!

Culture and Values

At TLG, our work is our vocation, giving us a rich sense of purpose. We also believe work can be a great experience and enable people to grow into their full potential. In fact, we are recognised nationally as an exceptional place to work. In 2019, we were named the best charity to work for in the UK by the prestigious Sunday Times Best Organisations to Work for.

This special award highlights all the positives about working at TLG! We love to look after our team and here are some of the great benefits we offer:

- Fun team times away
- Retreat days for staff
- Generous holidays and flexible working arrangements
- Above and beyond recognition for high-performing staff
- Support for staff with counselling and coaching
- Contributions towards training and professional qualifications

Our Values

Holding to these values is vital in the busy context of our rapid growth – doubling in income and impact over the last four years and with a goal of doubling again in the next 5 years.

- **Greater Transformation**
Relentlessly focussed on the main thing (TLG's mission and vision), energised by the challenge, and deliberately missional.
- **Relational Leadership**
Bringing out the 'gold' in others, 'leaning in' when it's relationally tough, and humble yet courageous
- **Local Church**
Celebrating the Church, grace and patience in partnership, and rooted in the local church community
- **Excellence Every Day**
Joyfully exceeding expectations, learning from failure, and knowing uncertainty doesn't throw us
- **Vibrant Faith**
Nurturing our own walk with God, following Jesus together even when it's tough, and realising work is mission – so much more than a job



The Gate

TLG Reading is a working partnership between TLG and The Gate.

The Gate is a warm and friendly church with a lively style of worship and a desire to hear & carry out the Word of God. Looking to live out their vision of working as one church in multiple locations and responding to the needs of those communities, The Gate is passionate about empowering individuals and encouraging their walk as disciples of Jesus Christ.

If you would like to arrange a conversation with the church, or a visit to the Church or Education Centre, please email Gareth Owen at gareth@loveyourcommunity.net





Job Description

- Location:** TLG Reading
- Salary:** £37,331 (M6) with the potential to rise up to £42,020 (U3)
- Hours:** 37.5 per week
- Reporting to:** Executive Head of Centre

Organisation and Role Context

- TLG is a national charity with a Christian ethos, working with young people, providing practical support in and out of school, and connecting with home to bring hope and a future.
- TLG Education Centres are innovative, independent schools delivering tailored social and educational interventions for young people. They utilise bespoke curricula and resources, passionate staff and tried and tested methods of engagement to educate young people and transform their lives.
- This role blends classroom skills, human resource skills and financial skills with the value of a vibrant Christian faith to establish, deliver, lead and grow the TLG Reading Education Centre.
- The Head of Centre reports to the TLG Executive Head of Centre and the Proprietor Body who both support progress against objectives.
- The Head of Centre leads the local TLG team, which may consist of a Classroom Teacher, other teaching support staff and/or volunteers. As a team, they provide education and transformation for young people.
- The Head of Centre will be part of the national TLG staff team, which includes participation in central training, staff meetings, and conferences.
- The Head of Centre will be a key part of the church/organisation staff team, and as such will be actively involved in the life of The Gate.
- This role requires flexible use of time. It is paramount that the Head is present during times that students are participating in TLG provision which is from 8.30am–2.30pm Mon/Tues/Thurs/Fri. Planning and preparation takes place after school hours and on Wednesdays. In addition, the Head will attend graduation ceremonies, after school activities, student interviews, reviews, school or referrer meetings and any other event that would ensure excellence of service.

Job Description

- Work in partnership with the Education Centre Team in the planning, resourcing and delivery of sessions and programmes for the young people. This includes: Foundational Learning; PSHE Education with a Christian faith-led focus; Maths, English, Science; PE; and any non-accredited lessons. This will involve occasional after school activities.
- Utilise the curriculum to personalise teaching that is well matched to students' needs and abilities so that students learn and remember more, but also so that students' personal development needs are met and barriers are reduced.
- Ensure that learning is of the highest standard, meeting the independent school standards, the Education Inspection Framework and utilising best practice and current teaching methods.
- Lead the TLG Education Centre growth through liaison and marketing with schools and stakeholders.
- Lead the effective operation of school systems such as developing a Relationships for Learning culture that is trauma informed.
- Ensure the self-evaluation and Education Centre improvement plans are fit for purpose and drive continual improvement in a systemic way.
- Advise, encourage and support young people to engage fully in all aspects of their individual programmes including extra curricula activities.
- Be responsible for ensuring that all administration tasks such as registration records, reports, exam portfolios, moderation procedures and Ofsted standards are adhered to or completed.
- Vigilantly secure and safeguard the welfare of young people and ensure the suitability of the environment, facilities and premises in line with health and safety policy and procedures.
- Lead staff in tackling issues such as: behaviour for learning, child protection and other social issues that prevent holistic development.
- Lead TLG Reading as a ministry of The Gate and vice-versa, pioneering new opportunities to connect young people and their families into the church community and regularly updating the church congregation on the activity of the centre.
- Represent TLG and The Gate in meetings, appropriate external agencies and other public events.
- Manage the resources of TLG's Education Centre, including other staff and the budget.
- Foster and develop relationships with parents or carers and the referring organisation to encourage active involvement with the individual young person's curriculum.
- As a result of Centre Evaluation, strategically and systematically identify and implement appropriate training for staff.
- Attend and actively participate in Head of Centre's Forums, All Managers' Meetings, Staff Conferences and other development opportunities.
- Be actively willing to share your personal journey to faith and your understanding of the gospel with the young people, advocating opportunities for exploring the Christian faith. This may include after-school courses that help young people to explore the Christian faith (such as Youth Alpha), leading Thought for the Day/PSHE with a personal faith-led focus, and being involved in other opportunities.

Additional Responsibilities

- Participate in and promote residential trips, involving children from the programmes that TLG run. This includes Faith Residential trips, where young people have an opportunity to explore the Christian Faith for themselves.
- Attend, fully participate in and, on occasions, lead daily Christian devotionals and times of worship for the staff team.
- Attend TLG's Staff Conference three times a year. This includes active participation in corporate

Christian prayer and worship and the opportunity to share faith testimonies of young people involved in TLG's programmes.

- Be prepared and willing to represent TLG at external events, including Christian exhibitions and festivals, church talks, etc.
- Actively promote TLG's regular giving scheme and recruit a number of individuals to become regular 'Hope Givers'.
- Take on additional responsibilities for tasks as your role develops.

Person Specification

Essential

- Good general standard of education including as a minimum English and Mathematics GCSE at grade A*-C or equivalent.
- Teaching qualification, typically a PGCE, GTP or equivalent and has completed probation (or an appropriate teaching or tutor qualification or willingness to work towards one).

Desirable

- A relevant degree or level 3 qualification (or equivalent).
- NPQ Qualification or willingness to undertake.
- First Aid qualification.
- Child Protection Designated Person Training.
- Fire Marshall/Warden certificate.
- Full driving licence and be willing to travel to meetings and transport young people to external activities as appropriate.

- Knowledge of the Education Inspection Framework, the Independent School Standards and the Department for Education Guidance pertaining to Alternative Provision.
 - Know and understand good curriculum provision in an Alternative Provision.
 - Knowledge of research-based teaching and learning pedagogy including approaches to working with pupils who have experienced trauma or with SEND.
 - Manage a small team and be willing to undertake ongoing training.
 - Demonstrate good communication skills: written, verbal and listening.
 - Understand the broad range of barriers to learning that impact a young person's ability to attend mainstream.
 - Possess proven skills and strategies for engaging young people within a classroom setting and out of hour's school provision.
 - Can work with supporters/carers in achieving recognisable outcomes.
 - Knowledge of the specific issues facing the centre's local community and the risks that poses to vulnerable students.
 - Can relate to people from a variety of backgrounds and put them at ease.
 - Knowledge or skills of pastoral issues young people may face.
 - Ability to act as a positive role model.
 - Effective time management and ability to organise and prioritise own work load and that of team, and to keep to deadlines.
 - Evidence of effective ICT skills.
 - Highly effective personal leadership and ability to act as a role model for the culture of excellence and the values of TLG.
 - Commitment to actively pursue ongoing personal and professional development of themselves in order to enhance the contribution to TLG.
- Understand effective inclusion and pastoral work, specifically relating to improving attendance
 - Understand the monitoring of behaviour and attendance as a way of developing strategies for improvement

Experience

- Some relevant teaching/tutoring experience.
- Experience of delivering lessons and learning activities in inventive and creative ways.
- Has had experience of working with disaffected, hard to reach young people and can demonstrate successful progress with them.
- Has experience and capacity in managing challenging behaviour.
- Strong understanding of cultural values and norms of marginalised groups.
- Ability to manage and oversee a range of complex needs.
- Flexibly adapt in fast-paced environments.
- Managerial or leadership experience within an educational establishment.
- Proven track record of working with young people aged 11-16 years.
- Positive approach to managing young people's behaviour.
- Experience of meeting the needs of SEND pupils in an education setting.
- Experience of producing, auditing, reviewing and updating EHCPs.
- Delivery of alternative education programmes.

Christian Lifestyle

- Commitment to actively pursue ongoing spiritual development of themselves and colleagues within the life of a local church in order to enhance the contribution to TLG.
- Attend and participate fully in devotions, prayer meetings and staff conferences to enhance the spiritual relationships within the team.
- Commitment to regularly pray for and support the growth of the centre through prayer.
- Able to work sensitively with those of different cultures and faiths whilst having their own strong and vibrant Christian faith and commitment to Equal Opportunities.
- To be an active part of a church family.
- Involvement in the local church(es) at the level agreed.

Additional

- Play an active part in promoting the work of TLG including the recruitment of individual regular donors through TLG's Hope Giver scheme.
- Complete an enhanced DBS check prior to employment, which reveals no reason for the applicant being unsuitable to work with young people.
- Provide 3 referees. At least one referee needs to represent Christian commitment and be able to comment on your faith and growth as a Christian. References will be taken up after shortlisting.
- Provide evidence of qualifications and suitability to work in the UK and appropriate qualifications.
- Promote and safeguard the welfare of children and young persons.
- Live within a reasonable travelling distance.

Application Process

All applicants are directed to apply online through our website www.tlg.org.uk/jobs.

Note: Please ensure Website Tracking and Third-Party Cookies are enabled, and you have updated to the latest version of your browser and device software, when attempting to access our online recruitment system.

You will need to create an account and then access our online application form for the specific role. Please specify clearly how you meet the person specification (using the headings provided in the person specification), with special emphasis on how your faith relates to all aspects of your working life.

If you have any problems with the online application process, please contact recruitment@tlg.org.uk or call **01274 905547** and someone will get back to you as soon as possible.

We would welcome applications from candidates from diverse backgrounds to enable us to better reflect the needs of the communities we serve.

Please head to www.tlg.org.uk/jobs for information on the closing date and date of interviews for this role.

recruitment@tlg.org.uk
www.tlg.org.uk
01274 905547
07706 334966

