



Applicant Information Pack

Inclusion Centre (Ganolfan) Coordinator

**Permanent position : 37 hours per week,
Term-time + 10 days**

Start date : March 2025 (or as soon as possible thereafter)

Salary details : G07



Headteacher's Welcome

I would firstly like to thank you for your interest in the post of Y Ganolfan Centre Coordinator at Ysgol Aberconwy. The purpose of this information pack is to help you get to know more about our school and help you to decide if this is the right post for you.

Ysgol Aberconwy is a school that puts learning and individual achievement at the heart of everything it does. We want every pupil to succeed; to achieve their full potential, be prepared for the future and become confident, thoughtful young people so they leave us ready for the challenges of an exciting and increasingly competitive world. This philosophy also extends to the school's staff – we seek to be a learning organisation that focuses on the development of each individual within it through coaching, challenge and support.

Situated in a spectacular location on the Conwy estuary, the school boasts a modern, well maintained and well equipped environment. Whilst the school's ethos is based on traditional values of respect, responsibility and community spirit, students experience the very latest technology and teaching methods in the classroom.

Here at Ysgol Aberconwy we have the highest expectations of all our pupils in all areas of school life. Academic standards are important to us and we expect all pupils to achieve the very best. We also have the highest expectations of our pupils when it comes to behaviour, attendance, punctuality and uniform.

The pastoral system at Ysgol Aberconwy is extensive and innovative. Each year group has a full time non-teaching Guidance Mentor. Working from a key stage base these mentors are available throughout the day to respond to pupils' concerns and to provide a direct contact point for parents. This, along with our specialist resource centre for ALN pupils ensures that all pupils feel secure and supported at school.

We have a flourishing extra-curricular programme. This includes a full range of sporting activities in the school's state of the art facilities as well as music concerts and drama productions. The school owns its own field centre in the hills above Abergwyngregyn and has an extensive outdoor activities programme.

We are also proud of our Welsh tradition and heritage. The school encourages the use of the Welsh language in lessons and beyond, and we are developing the provision of some subjects through the medium of Welsh for those who want it.

We are very fortunate to have a dedicated and highly professional team of teachers and support staff who expect the very highest standards from all our staff and pupils, whilst our strong school systems ensure that everyone learn in a safe and friendly environment where teachers teach and learners learn.


Ysgol Aberconwy is a great place to work. It is focused on teaching and learning and dedicated to the well-being of our learners. We have the highest expectations of all who work here and therefore, we are only looking for the finest staff to work with our pupils. We know that our school can only be as good as the staff within it. If you would like to see for yourself why we believe Ysgol Aberconwy is a great school in which to work, then please contact us for a visit.

Ian Gerrard



Additional Information about the school

During their visit to the school in March 2018, ESTYN report that:

- Pupils express their ideas and opinions confidently both inside and out of the classroom with the majority contributing enthusiastically to class or group discussions.
 - Performance of pupils eligible for free school meals over the last three years is generally above that of these pupils in similar schools.
 - Pupils with additional learning needs progress in line with their personal targets.
 - The school's inclusive and supportive ethos based on mutual respect is successful in promoting high levels of pupil wellbeing.
 - Pupils feel safe in school and consider that the school deals well with any instances of bullying.
 - Pupils are courteous and respectful towards their peers, staff and visitors.
 - They behave well in lessons and around the school and have positive attitudes to learning.
 - Many pupils benefit from their participation in the school's valuable programme of cultural and creative activities, including musical and drama productions.
 - Most pupils develop well as ethical and informed citizens. They contribute successfully to raising substantial amounts of money for local and national charities. As a result, these pupils make a valuable contribution to the local wider community.
 - The school provides a broad and balanced curriculum that builds appropriately upon pupils' previous learning and meets the needs of nearly all pupils.
 - There is a broad range of sporting, creative and cultural enrichment activities that support pupils' learning and contribute well to their personal development.
 - There is a well co-ordinated approach to developing pupils' knowledge and understanding of Welsh language and culture. The school provides valuable opportunities for Welsh speaking pupils to maintain and develop their language skills.
 - The school promotes successfully an inclusive, supportive and nurturing community that has a significant beneficial impact on pupils' wellbeing and personal development. Recent changes to the school's pastoral arrangements are contributing effectively to promoting pupils' wellbeing.
 - Providing opportunities for pupils to voice their opinions is a strength of the school. Pupils play a valuable role in the life and work of the school.
 - Leadership and management at all levels have brought about improvements in key areas of the school's work. The Headteacher provides clear, supportive and decisive leadership that is contributing well to improving key aspects of the school's work.
 - The Headteacher and senior leadership team work well together and have promoted successfully a clear vision for the school based around the mission - 'inspire, support and succeed'.
 - Support staff are used effectively in the classroom and in specialist areas.
 - The school provides a pleasant and welcoming environment that is well maintained and supports pupils' wellbeing and learning well. Specialist areas, such as science laboratories and technology workshops, are well resourced.
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Information about the local area

Conwy Town and Area

Conwy is a town rich in history, with much of it still preserved within the walls and traditional structures of its buildings. In the heart of it is the mighty 13th-century castle, whose walls encapsulate this remarkable medieval town.

Surrounded by the beautiful Welsh countryside and watched over by the mighty mountains of Snowdonia, it's a beautiful place to visit or to live. The Quay is host to a number of amenities and is a particularly stunning place to visit during the warm summer months. Whether you'd prefer to enjoy the hospitality of local restaurants, take an exciting boat tour around the coastal area or hike upon the many surrounding mountains – it's all possible in and around the historical town of Conwy.

Conwy offers a whole host of places to eat and drink. Fine dining restaurants, traditional pubs and snug cafes can be found throughout the town. It's also host to a number of hotels and B&Bs – many of which are incredibly close to the castle itself. With its traditional and quaint appearance, you may be fooled into thinking that this town is hard to access. It's just over an hour's drive from two major airports – Liverpool and Manchester – and easily accessible by train. It's also worth exploring further afield in the rest of Conwy County which includes equally impressive coastal towns.

Llandudno has maintained its traditional and authentic charm. This Victorian seaside resort has much to offer its visiting guests. Take a leisurely walk along its promenade, or travel up to summit of the Great Orme where you'll be rewarded with incredible views of its surrounding mountains and coastal towns.

You'll also find that Conwy is very proud of its culture and history, and is often host to a number of cultural events throughout the year. Each year, you'll find an abundance of festivals, art galleries and local markets, which are primarily hosted in the name of supporting and displaying their local talent and produce.

If you're looking for somewhere to explore that is full of adventure and has also managed to maintain the rich history within its walls and buildings, Conwy offers its guests (and residents) all of this and more.

[\(http://www.conwy.com/\)](http://www.conwy.com/)



Job Advert

Inclusion Centre (Ganolfan) Coordinator

Required from March 2025 (or as soon as possible thereafter)

This is a permanent position : 37 hours per week, Term-time + 10 days.

Salary range: G07 : £31,883 to £34,091

Closing Date: Monday 17th February 2025


At Aberconwy, we have excellent provision for supporting pupils who are 'looked after', have additional learning needs, exhibit challenging behaviour, or who are experiencing safeguarding or mental health concerns. Many of their needs are catered for in our Inclusion Centre (Y Ganolfan) within the school. The centre supports pupils that are struggling to access mainstream lessons and also houses our specialist centre for autism (Tegfan). There is a large team that works together within the centre offering to safeguard and support learners, provide an engaging curriculum and a holistic approach to pupils' wellbeing.

We therefore seek to appoint an enthusiastic and motivated coordinator to work with teachers within the centre and to lead a significant number of support staff in adapting to pupils' needs and managing and implementing necessary interventions. They will work closely with members of the leadership team, and with the school's DSL in particular, to reduce exclusions, address safeguarding concerns, improve engagement and develop high performing, impactful behaviour systems in school. They will collate, develop and maintain ALN documentation for Y Ganolfan pupils using eclipse and the school's systems for sharing information, taking a lead role in pupil centred reviews and in securing appropriate provision for vulnerable pupils within the centre. They will also take a lead role in supporting LAC pupils including the monitoring of progress and pupil wellbeing and contributing to and reviewing their PEPs in collaboration with the LA and external agencies.

In return, we offer you:

- A strong commitment to professional development;
- A school with high aspirations and a genuine opportunity to make a difference;
- An opportunity to help shape teaching and learning and our alternative curriculum;
- A dedicated and supportive team of professional staff and governors;
- Strong links with other local schools for partnership working and support;
- A strong community spirit;
- A vibrant and interesting place to work.

This is an exciting time to join Ysgol Aberconwy, a mixed 11-to-18 comprehensive school of over 1100 pupils. Set in its own extensive campus on the banks of the beautiful River Conwy, the school is situated in the medieval town of Conwy on the North Wales coast adjacent to the Snowdonia National Park. As a PFI School, we are exceptionally well resourced and maintained, and we have developed a significant reputation locally for the quality of our pastoral care as well as our academic success. Numbers in the school will have risen by 40% over the last five years in September, and we have developed specialist resource centres to support children with dyslexia, autism and other learning needs.



Job Description

POST: Inclusion Centre Coordinator

SALARY RANGE: G07

POSTHOLDER:

REPORTING TO: Senior Leadership Team


JOB PURPOSE

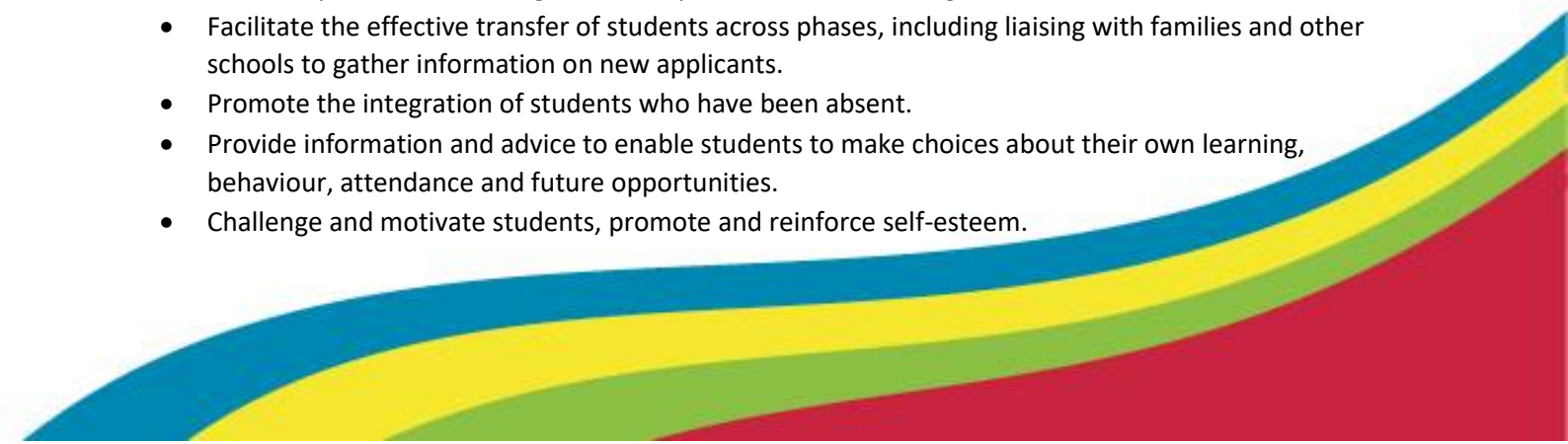
The Inclusion Centre Coordinator

- In addition to line-managing HLTAs in Y Ganolfan, will be responsible for the day to day management, organisation and coordination of Hafan/Pontio Teaching Assistants, adapting to pupils' need as appropriate and thereby managing and implementing necessary interventions.
- will ensure that appropriate systems are used to track, monitor and evaluate student progress for students based in the Inclusion Centre (Y Ganolfan). The role will play a key part in reducing exclusions, improving engagement and ensuring the development of high performing, impactful behaviour systems in school.
- will identify cohorts of vulnerable students in the school and provide appropriate support to address their needs including particular help to overcome barriers to learning.
- will collate, develop and maintain ALN documentation for Y Ganolfan pupils using eclipse and the school's systems for sharing information, taking a lead role in pupil centred reviews and in securing appropriate provision for vulnerable pupils within the centre.
- will take a lead role in supporting LAC pupils including the monitoring of progress and pupil wellbeing and contributing to and reviewing their PEPs in collaboration with the LA and external agencies.
- Will deputise for the school's DSL and play a key role in monitoring and addressing safeguarding concerns.

MAIN DUTIES

Support for Students

- Provision map the needs and interventions to ensure highest possible impact and value for money.
 - To hold a daily team briefing to plan and discuss strategies for the day ahead responding to any issues that may have arisen at any given time.
 - To hold a weekly strategy meeting with inclusion centre TA's.
 - To attend and prepare reports for weekly inclusion meeting with LT responsible for inclusion and ALNCo. Use the appropriate behaviour tracking system to monitor, evaluate and review student progress.
 - Liaise with HOY regarding individual pupils and presenting any new referrals from them at weekly inclusion meeting.
 - To advocate for Hafan/Pontio pupils and to support pupils to return to mainstream lessons through liaison with staff. To develop a growing emphasis on inclusion.
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- To coordinate and plan for a more holistic approach to inclusion centre placement including therapeutic interventions.
 - Work in partnership with the ALNCo and the Inclusion Lead to develop a whole school ethos of Inclusion and ensure that students with identified ALN have appropriate provision.
 - To complete Boxall profile for each pupils working within the inclusion centre – using this to set SMART targets for progress.
 - To work with students referred to the Education Welfare Officer on a variety of issues, providing a non-judgemental, caring and confidential environment for them to work through their problems and difficulties.
 - To understand the “primary responsibility” of parents to raise their children, and be able to support parents by helping them to improve their parenting skills and to promote regular school attendance.
 - Receive and coordinate CP related referrals and disclosures, arranging action and reviewing services for children and families.
 - Maintain accurate, confidential and up to date documentation and records on all cases of safeguarding and child protection and report when required.
 - To participate in and deliver relevant training and maintain an up-to-date and working knowledge of relevant issues, and to disseminate this information to other pastoral and non-teaching staff.
 - Liaise with colleagues and outside agencies to coordinate and monitor all referrals and recommendations from within school.
 - To ensure all vulnerable students who are victims of abuse, have poor attendance or who have mental health concerns are supported appropriately and sensitively and that all actions to Ysgol Aberconwy from planning and intervention meetings are successfully carried out and monitored.
 - Develop and maintain effective working relationships with partner agencies such as EWS, police, Social Services, Housing and Health as well as all relevant professionals in other public, voluntary, statutory and commercial sectors identified in the initial assessment, promoting a multi-agency approach to meeting the needs of the children and families.
 - Chair and participate in regular meetings including Professionals Meetings and Education Planning Meetings.
 - To maintain confidentiality at all times.
 - Attend and participate in Child Protection Conferences and Planning and review meetings whilst working closely with colleagues in children services as required.
 - Work with teachers, parents and other external agencies to develop and implement Health Care Plans/Individual Education/Behaviour/Support/Mentoring Plans/PSPs. Development of IBP’s for Hafan pupils and coordination of relevant and current OPP’s for Hafan and Pontio pupils.
 - Arrange and develop one-to-one mentoring for distressed or underachieving students, giving close attention to early identification and prevention of absence habits.
 - Assess and Identify alternative forms of education when appropriate.
 - Provide regular, individual academic mentoring for a cohort of students referred to EWO and link with key staff to address issues identified in mentoring.
 - Assess the needs of the student and use knowledge and specialist skills to support students learning and welfare ensuring their needs are met and they make progress towards their potential.
 - Support provision for students with additional learning needs.
 - Establish productive working relationships with students, acting as a role model.
 - Facilitate the effective transfer of students across phases, including liaising with families and other schools to gather information on new applicants.
 - Promote the integration of students who have been absent.
 - Provide information and advice to enable students to make choices about their own learning, behaviour, attendance and future opportunities.
 - Challenge and motivate students, promote and reinforce self-esteem.
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- Provide feedback to students in relation to progress, achievement, behaviour, attendance and other pastoral issues.
- Receive and supervise students excluded from, or otherwise not working to a normal timetable.
- Support students consistently while recognising and responding to their individual needs and taking initiative as appropriate to signpost to the relevant external and internal agencies.
- Fulfil a mentoring role and support other staff in mentoring roles.
- Encourage students to interact positively with others and have high expectations of themselves – promoting independence and inclusion, and rewarding achievements.

Support for Teachers

- Support form tutors in maintaining a high standard of students' uniform and behaviour.
- Provide advice to other staff in the school relating to wellbeing and child protection concerns.
- Be responsible for keeping and updating records, for inclusion centre pupils ensuring folders are up to date and accessible for all involved on Office 365 and contributing to reviews of systems/records as requested.
- Assist in the development of appropriate behaviour management strategies and take a lead role in implementing them in Hafan and across the pastoral system.
- Establish constructive relationships with parents/carers by exchanging information and facilitating their support of their child's attendance, access and learning; and supporting home-to-school and community links through the organisation of parents' evenings and other events.
- Liaise with feeder schools and other relevant bodies to gather student information.
- Support students' access to learning using appropriate strategies, resources, etc.
- Monitor and evaluate students' responses and progress against action plans.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence in students.

Support for School

- To coordinate Managed Transfers in and out of Aberconwy through the inclusion centre.
- Coordination of behaviour logs / relevant documentation and completion of formal referral to County moderation panel for PRU placement, MT, Home tuition etc
- Represent the school at County moderation panel meetings.
- To adhere to the school's policies as outlined in the staff handbook. In particular, be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.



- Establish constructive relationships and communicate with other agencies/ professionals in liaison with the teacher, to support achievement, attendance and progress of students.
- Attend and participate in regular meetings.
- Attend Parents' evenings, options evenings and other relevant events.
- Participate in training and other learning activities, as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Implement planned supervision of students in and out of school hours including before and after school, and lunchtimes within the guidelines established by the school.
- Supervise students on visits, trips and out-of-school activities as required.
- To assist the CP Coordinator in implementing Ysgol Aberconwy's Child Protection policy and procedures.
- Develop and maintain a register of students who are 'at risk' or have child protection plans.

RIGHT TO VARY

This job description is not intended to be an exhaustive list of duties. Ysgol Aberconwy reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade.

Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes.



PERSON SPECIFICATION

Factor	Requirements	How Identified	Rank E-Essential D-Desirable
Knowledge & Skills	Educated to Degree Level	AF/I/V	E
	Good standard of education with 5 GCSE's or Equivalent.	AF/V	E
	Experience of identifying and addressing safeguarding concerns, including those raised by others	AF/I/V	E
	Experience of working with children of relevant age.	AF/I/R	E
	Experience of working with students with additional needs.	AF/I/R	D
	Ability to work under pressure to complete deliverables and adhere to deadlines.	AF/I/R	E
	Excellent organisational skills including an ability to manage own workload and plan activities.	AF/I/R	E
	Excellent communication skills in written and spoken English.	AF/I/R	E
	Fluency in written and spoken Welsh	AF/I/V	D
	Good numeracy and literacy skills	AF/V	D
	Full working knowledge of relevant policies/code of practice and awareness of relevant legislation.	AF/I/R	D
	Working knowledge of National Curriculum and other relevant learning programmes.	AF/I/R	D
Creativity & Innovation	Excellent personal motivation and enthusiasm for completing assigned tasks.	AF/I/R	E
	Ability to self-evaluate learning needs and actively seek learning opportunities.	AF/I/R	E
	Ability to research and organise information for inclusion in documents and reports.	AF/I/R	E
	Ability to plan effective actions for students at risk of underachieving.	AF/I/R	E
	Understanding of principles of child development and learning processes and, in particular, barriers to learning.	AF/I/R	D
Contacts & Relationships	Excellent interpersonal skills and an ability to communicate effectively, in both written and verbal form with staff.	I/R	E
	Ability to integrate into and work effectively within a team environment understanding school roles and responsibilities and your own position within these.	I/R	E
	Ability to relate well to children	I/R	E
	Full understanding of the range of support services/providers and ability to work with such agencies	AF/R	D
Decisions/ Recommendations	Ability to make decisions independently within an agreed objective framework.	I/R	E
Resources	Ability to manage resources efficiently	I/R	E
Physical Demands	Ability to carry out daily duties in and around the school environment – including break/lunch duties on the school yard and in the school canteen.	AF/I	E

AF: Application Form I: Interview

R: Reference

V: Verification

Safeguarding Procedures

We are committed to the safeguarding and promotion of the welfare of children and expects all staff and volunteers to share this commitment. We are an Equal Opportunities employer. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:
 - a. An enhanced DBS disclosure;
 - b. Checks of professional status (EWC; QTS etc.)
 - c. Confirmation of professional qualifications;
 - d. Receipt of strong references (if not received by the time of interview); and
 - e. Medical clearance
2. We only accept applications completed on the Conwy application form with a covering letter. Please do not send CVs or open testimonials. More detail about the content of applications is provided in this pack below.
3. Please ensure that application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.
4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.
5. When seeking references, we will request information about your suitability to work with children.
6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.
7. As a local authority, Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.



Application Procedures

If you wish to be considered for this vacancy you should complete the application form, giving the names and addresses of two referees.

Please note that section 12 on the form (Additional information to support your application) which can be completed on a separate sheet if you prefer, should include the following information:

- a. A brief outline of what you have achieved in your present post
- b. A statement about why you want this job.
- c. An indication of the strengths and expertise you could offer the school.

All points should address the detail in the person specification and other points made within this information pack.

Candidates are kindly requested not to submit a CV instead of the application form. Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned to Mr Ian Gerrard (Headteacher) c/o Lynn Jones, to arrive **no later than midday on Monday February 17th 2025**.

Please ensure that you put the correct postage on the envelope as this could result in your application not being considered due to late arrival. Please note that we will only consider applications submitted on Conwy's application form.

Interviews will take place during the week commencing **Monday February 17th**. If you have not heard from us within two weeks of this date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

Please note that we are happy to arrange informal visits for prospective candidates before short-listing has taken place, also if you wish to have an informal discussion about the post in advance of your application, or if you require any further details, please contact Lynn Jones, the Headteacher's PA.

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E-mail: lynn.jones@aberconwy.conwy.sch.uk

