



RIDGEWOOD
SCHOOL



Recruitment Pack

Position:
Personalised Learning
Coordinator



Prepare for the road ahead

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Letter from the Headteacher

Dear applicant,

Thank you for showing an interest in this post and for considering Ridgewood School for the next stage of your career.

The school's values of respect, responsibility and resilience permeate all aspects of school life and are central to our work at Ridgewood. I am extremely proud of our school and the high quality education we provide. We insist on high standards of conduct from all our students and we expect them to behave impeccably: treating each other, our staff and visitors with kindness and respect. I have found Ridgewood School to be the most rewarding place to work. The staff, students and wider community have been incredible to work with and I am confident that the successful candidate will receive the same warm welcome.

Never has there been a better time to join us. We are in the early stages of planning a multi-million-pound new build that will ensure that the staff and students benefit from 21st Century resources. We are regularly oversubscribed in Year 7 and our Post-16 provision is thriving. For an informal conversation with me about the school or the role, or for a visit, please use the 'Contact Us' facility on our website.

Yours faithfully,

Andy Peirson

Headteacher
Ridgewood School



Values and Ethos

Our Values

We educate the whole child. Ridgewood School seeks to provide all its students with the opportunities and support which enable them to achieve and exceed their potential, not only in terms of academic achievement, but as a valuable member of the school community, and of the wider society beyond.

Ethos and Aims

- To raise the aspirations of students so they desire to achieve and exceed targets set for them, both within and beyond the classroom.
- To engender a sense of collaborative purpose, so students and staff work together to achieve their best.
- To care for students as individuals and to respect their talents, aspirations, strengths and unique qualities.
- To provide opportunities for students to be engaged, interested and challenged by what they do and learn, every day.
- To continually strive for improvement in all areas, through hard work, resilience and determination.



Our Values

We're proud of our high standards, exciting progress and strong values.



When we are kind to each other, everyone thrives.



When we take accountability for our actions, we can be proud of our achievements.



When we stay positive and try hard, we will achieve our goals.

Prepare for the road ahead.

What makes Ridgewood School special?

Staff and students at Ridgewood work hard every day to embody the school's core values: **Respect, Responsibility and Resilience**. We are enjoying a trajectory of continued success and look forward to welcoming a successful applicant who can join us on our journey. We became a standalone academy in 2011, and we are incredibly proud of the progress we have made as a school, having laid strong foundations for further improvement going forward.

Our school motto, '**Prepare for the road ahead**', represents our belief in preparing our staff and students for their future. We exemplify our motto not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which make us all model citizens. Our school values underpin what we do and contribute to our ethos in everything we undertake as a school community. We set our standards high and do not compromise, because we believe in the best for everyone.



Our Curriculum

Our academic curriculum aims to offer students of all abilities and talents an opportunity to develop their knowledge and skills across a wide variety of subjects. We are committed to providing a curriculum which is challenging yet accessible, and which fosters a love of learning, as well as enabling students to achieve success in exams and assessments. Students follow a two-week timetable in order to maximise learning time. We regularly review our curriculum, to ensure that the needs of all our students are being met. More details of each subject can be found on our website.

Job Description

Post Title: Personalised Learning Coordinator

Grade / Hours: Grade 7, 37 hours per week, term time only + 1 day

Responsible to: Senior Leader – Behaviour and Attendance

Purpose of the post:

The Personalised Learning Coordinator plays a pivotal role in fostering high levels of student behaviour, engagement, and attainment across the school. This position supports Ridgewood's commitment to inclusion, educational achievement, and personalised learning by coordinating and maintaining an efficient and effective provision for students requiring alternative or additional support.

Main duties and responsibilities:

- Act as the gatekeeper for all Personalised Learning Provision (PLP) referrals, under the direction of the Senior Leader – Behaviour and Attendance, ensuring timely communication of outcomes to staff.
- Collaborate with the Inclusion Team to provide tailored support and guidance for students accessing personalised learning.
- Design, implement, and oversee personalised learning programmes for individual students or groups, ensuring progress is tracked and monitored.
- Work closely with Heads of Department to resource and enhance the Star Centre's curriculum offer, ensuring that it meets the diverse needs of students.
- Liaise with families to support strong academic outcomes through clear and consistent communication, helping them provide effective support at home.
- Coordinate access arrangements for students, including EAL support and exam provisions, ensuring their needs are identified and addressed appropriately.
- Mentor students within the Star Centre, acting as key point of contact and providing regular updates on progress.
- Develop and manage timetables for the Star Centre and LINK provision, ensuring staff are informed about students' schedules and provisions.
- Communicate effectively with staff regarding both short-term and long-term plans for students accessing personalised learning or alternative curricula.
- Collaborate with the attendance team to support smooth transitions and positive starts for new admissions to Ridgewood, ensuring all necessary arrangements are in place.
- Organise and run Star Centre detentions for identified students, providing a structured and restorative approach to behaviour management.

Administrative and Community Liaison Responsibilities:

- Ensure the smooth operation of the Star Centre and LINK provision by maintaining an efficient administrative system and updating records regularly.
- Engage actively with the Performance Management Review process.
- Support the Inclusion Team in delivering targeted intervention groups that align with the specific needs of students.
- Maintain a collaborative working environment by attending meetings, INSET, and other staff development opportunities.

Health, Safety, and Welfare:

- Take responsibility for personal health, safety, and welfare, as well as that of others who may be affected by your actions or inactions.
- Comply with all health, safety, and welfare policies set by the school.

Miscellaneous:

- Uphold and promote the school's distinctive mission, ethos, and policies.
- Dress professionally in accordance with the school dress code.
- Perform other reasonable duties as requested by the Headteacher to meet the evolving needs of the school.
- Undertake appropriate training to enhance the effectiveness of your role.

Daily hours to cover the school working day.

All posts at the academy are subject to a six-month probationary period. Confirmation of the position is subject to satisfactory completion of this period.

Person Specification

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	GCSE English and Maths grade C or above (or equivalent) Willingness and ability to obtain and/or enhance qualifications and training for development in this post.	Level 3 qualifications (A level, BTEC or similar)	Application Form Certificates Interview
RELEVANT EXPERIENCE	Experience of working in an educational and/or social care setting with young people. Effective communication with children, carers and other professionals. Ability to display an understanding of social/welfare issues as they affect children, families and schools. Ability to work on own initiative within departmental protocols/procedures. Ability to deal with difficult situations. Significant experience of work within a school attendance related role. Experience of analysing data for monitoring and improvement purposes.	Experience in working within statutory/voluntary agencies dealing with children and families.	Application Form References Interview
KNOWLEDGE AND SKILLS	Understanding of the administration requirements of a school. Good inter-personal skills including mediation and conflict resolution. Demonstrate awareness of legislation relating to school attendance. Demonstrate awareness of legislation relating to the welfare and protection of children. Demonstrate awareness of risk Champion for equality, diversity and inclusion and understanding of how this is relevant in a school setting. High level IT skills, able to use spreadsheets and databases to a high level. Ability to analyse data to spot trends, patterns and anomalies and present data in ways that are appropriate and understandable for the audience. Ability to communicate effectively both orally and in writing. Ability to work under pressure and to deadlines. Able to work in and adapt to a fast-paced, changing environment. Able to problem solve and develop solutions. Ability to handle confidential information. Effective time management skills and able to take responsibility for workload and to prioritise tasks. Able to work collaboratively with others.	Knowledge and understanding of school based computer systems and Microsoft Office. Knowledge of Data Protection.	Application Form References Interview
PERSONAL CHARACTERISTICS	Demonstrates a positive attitude, professionalism, passion, energy and a willingness to support all customers and stakeholders. Demonstrates integrity, fairness and consistency in all working practices. Motivated and commitment to continuous improvement. Ability to plan and prioritise own workload and manage conflicting demands. Good level of attendance. Reliability and willingness to be flexible.		Application Form References Interview

The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service

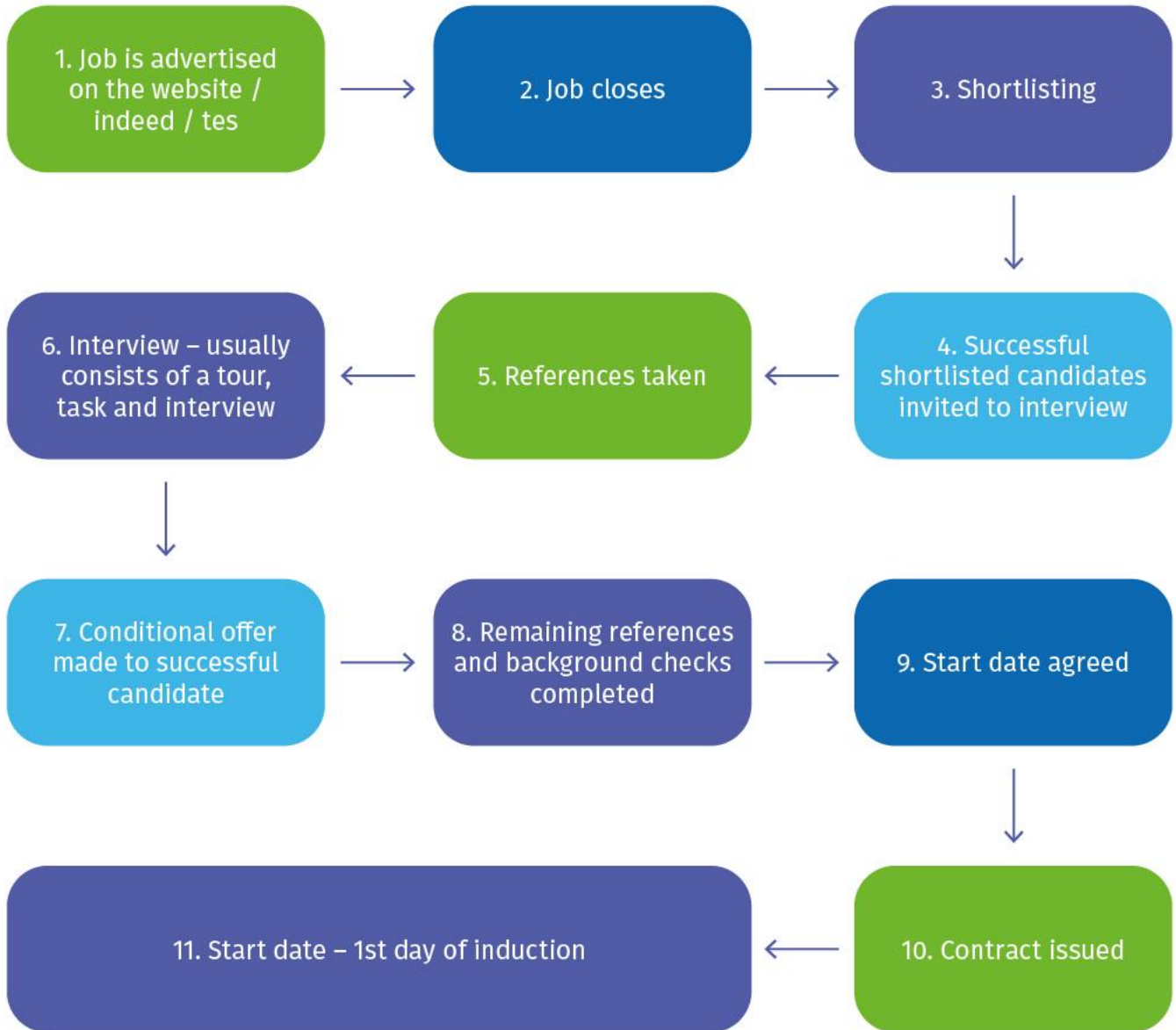
Development Opportunities

At Ridgewood, we are committed to offering our staff every opportunity to become the best they can be. Our evidence-based training packages, for staff at all stages of their career, are second to none. In addition to our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. CPD at Ridgewood is varied and matched to the needs of our staff, both teaching and associate. Our innovative, research-led Disciplined Inquiry is a key driver in providing the best teaching and learning for our students, as our teachers engage in evidence-informed practice of their choice.

At Ridgewood, we also value a variety of forms of CPD. Training, coaching, shadowing of roles and one-to-one support are key development opportunities to support our team to develop effectively in their roles, and to understand how to make the next step in their career. In 2023, we received the Teacher Development Trust Silver Award, demonstrating our commitment and passion to providing excellent, evidence-based CPD for all teaching and associate staff. We are currently working with the Chartered College of Teaching as part of a pilot to achieve their Research Mark award, which recognises excellent commitment to evidence-informed professional development.



Our Recruitment Process



Job Advert

Post: Personalised Learning Coordinator – (37 hours per week, term time only + 1 day)

Salary: Grade 7 (Actual salary £23,814 - £27,145)

To start: As soon as possible after appointment

What makes Ridgewood School special?

At Ridgewood School we are extremely proud of our school and the high quality of education that we provide, including our popular and highly successful Sixth Form. Our school motto, 'Prepare for the road ahead,' represents our belief in preparing our students for their future, not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which will enable them to become model citizens and responsible members of the community. Our school values: Respect-Responsibility-Resilience, underpin what we do every day and contribute to our ethos in everything we undertake as a school community. Having recently (December 2022) achieved an Ofsted 'Good' rating in all categories, we are committed to this trajectory of success for our students as we aspire to move from 'Good to Great.' As part of this journey, in July 2023, we joined Leger Education Trust and look forward to collaborating with other schools within the trust to develop both our students and staff and be the very best that we can be.

We are looking to appoint a friendly and adaptable Personalised Learning Coordinator who will contribute to the success of a high performing team. The successful candidate will be responsible for the academic outcomes of all students placed in our personalised provision across the school.

Why is the role of Personalised Learning Coordinator right for you?

We are committed to offering the staff who work at Ridgewood every opportunity to become the best they can be. Our training packages, for staff at all stages of their careers, are second to none. As well as our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. In 2023, we received the Teacher Development Trust Silver Award, demonstrating our commitment and passion to providing excellent CPD for all teaching and associate staff.

If you are seeking a dynamic, innovative and caring school, dedicated to the development of staff and our students' success, Ridgewood is the school for you.

Candidates are required to possess GCSE Maths and English Grade C or above.

You can apply for this role by following the link below

<https://mynewterm.com/jobs/137603/EDV-2025-RS-49526>

We strongly encourage visits from potential candidates – please contact the school to arrange this.

The closing date for this post is 9am Wednesday 22 January 2025. Interviews will take place soon after.

Ridgewood School reserve the right to close this advert prior to the closing date above.


The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. The school operates a no smoking policy.

Ridgewood School
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SCHOOL



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 www.ridgewoodschool.co.uk