



Centre Manager
TLG Torbay

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 vulnerable 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

Upton Vale Baptist Church

TLG Torbay is a working partnership between TLG and Upton Vale Baptist Church.

Upton Vale Baptist Church is a large and lively church of all ages. Its current 350 members form a welcoming, caring and inclusive intergenerational church family, drawn from across Torbay and beyond.

Upton Vale
BAPTIST CHURCH

Job Description

Location:	TLG Torbay
Salary:	£32,557– £35,082
Hours:	37.5 per week
Reporting to:	Schools Development Manager

Organisation and Role Context

- **TLG is a national charity with a Christian ethos, working with young people who have been excluded or are otherwise in crisis in their education.**
- **TLG Torbay is an education centre, working in partnership with Upton Vale Baptist Church and TLG, supporting young people and families in the community.**
- **The TLG Centre is an innovative, independent school delivering tailored social and educational interventions for young people. It utilises imaginative curricula and resources, passionate staff and tried and tested methods of engagement to educate young people and transform their lives.**
- **Blending classroom skills, human resource skills, financial skills, enterprise skills and the values of a vibrant Christian faith to establish, deliver, manage and grow the TLG Torbay education centre.**
- **The Centre Manager reports to the TLG Schools Development Manager who will support progress against objectives.**
- **The Centre Manager leads the local TLG team, which initially consists of a Classroom Teacher, and volunteers. As a team they provide education and transformation for six young people on any one programme. Most TLG education centres then move to nine young people with a further member of staff, who is usually a classroom assistant.**
- **The Centre Manager will be part of the national TLG staff team which includes participation in central training, staff meetings, and conferences.**
- **This role requires flexible use of time. It is paramount that the manager is present during times that students are participating in TLG provision which is usually from 8:15am – 2:30pm Mon/Tues/Thurs/Fri. Planning and preparation takes place after school hours and on Wednesdays. In addition, the Centre Manager 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 Tasks

- **Work in partnership with the Centre team in the planning, resourcing and delivery of sessions and programmes for the young people inclusive of Foundational Learning; Personal, Social and Health Education; Maths; English; Science; PE; and non-accredited lessons.**
- **Lead the TLG Centre development through liaison and marketing with clients and stakeholders, including selling places on programmes.**
- **Be inventive around curriculum, ensuring that learning is of the highest standard meeting the independent school standards and utilising best practice and current teaching methods.**
- **Ensure that the TLG Centre team differentiates education to the individual/group by deploying**

innovative programmes for young people.

- **Lead the effective operation of school systems such as developing a Relationship for Learning and therapeutic culture that includes sanctions and rewards. Advise, encourage and support young people to engage fully in all aspects of their individual programmes, including extra curricula activities.**
- **Responsibility for ensuring that all administration tasks such as: registration records, reports, exam portfolios, moderation procedures and Ofsted standards are adhered to or completed.**
- **The Centre Manager is to promote and safeguard the welfare of young people with whom they may come into contact with and ensure the suitability of the environment, facilities and premises in line with health and safety policy and procedure.**
- **Lead staff in tackling issues such as: relationships for learning, child protection and other social issues that prevent holistic development.**
- **Represent TLG within the partner church and vice-versa.**
- **Represent TLG and the partner church in meetings, appropriate external agencies and other public events.**
- **Management of TLG's centre budget.**
- **Identify and implement appropriate training for staff including TLG Leadership Training and facilitation of specialism in: Special Educational Needs (SEN), Bereavement, Counselling, and English as an Additional Language (EAL) in order to aid the holistic development of young people.**
- **To attend and actively participate in The Leadership Track, Centre Managers' Forum, All Managers' Meetings and Staff Conferences.**
- **Support opportunities for young people to explore the Christian faith in partnership with Upton Vale Baptist Church.**
- **Work alongside Upton Vale Baptist Church's Centre Support Team and Family Champion to ensure that outreach opportunities are prioritise for young people and their families.**
- **Foster and develop relationships with parents or carers and the referring organisation to encourage active involvement with the individual young person's programme.**
- **Act as a link for ICT support staff with TLG and the church.**
- **Take on additional responsibilities for specific tasks as your role develops.**
- **Attend, fully participate in and, on occasions, lead daily Christian devotionals and times of worship for the staff team.**
- **Be aware of the opportunity to participate in residential trips, involving children from the programmes that TLG are a part of. This will include Faith Residential trips, where young people have an opportunity to explore the Christian faith.**
- **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 programmes.**
- **Actively promote TLG's regular giving scheme and recruit a number of individuals to become regular 'Hope Givers'.**
- **Take on additional responsibilities for specific tasks as your role develops.**

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general standard of education including English, Mathematics GCSE 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). 	<ul style="list-style-type: none"> • A relevant degree or level 3 qualification (or equivalent). • First Aid qualification. • Child Protection Designated Person Training. • Fire Marshall/Warden certificate.
Skills and Knowledge	<ul style="list-style-type: none"> • Manage a small team and be willing to undertake ongoing training. • Demonstrate good communication skills: written, verbal and listening. • Understand broad issues impacting a young person's ability to participate in learning and self-improvement. • 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. • Some knowledge of the issues facing the centre's local community. • 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. 	<ul style="list-style-type: none"> • Knowledge of ACE's and their potential impact on children. • Ability to utilise data effectively to refine practice.

Experience	<ul style="list-style-type: none"> • A minimum of two years' relevant teaching/tutoring experience. • Experience of delivering lessons and learning activities in inventive and creative ways. • Has had experience of working with disaffected young people and can demonstrate successful progress with them. • Has experience in managing challenging behaviour 	<ul style="list-style-type: none"> • A minimum of one year's 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. • Delivery of alternative education programmes.
Christian Lifestyle	<ul style="list-style-type: none"> • 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. • 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. 	<ul style="list-style-type: none"> • Experience of some church outreach
Additional	<ul style="list-style-type: none"> • The applicant plays an active part in promoting the work of TLG including the recruitment of individual regular donors through TLG 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 short listing. • Provide evidence of qualifications and suitability to work in the UK. • Promote and safeguard the welfare of children and young persons. 	<ul style="list-style-type: none"> • The applicant lives within a reasonable travelling distance.

Application Process

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

Please go to our jobs page, and then download the application pack by entering your details. You will then be able to access an online application form which you can work at online at any point, and your details will be saved every time you log off. 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 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.

The deadline for applications is 5pm, Wednesday 23rd June 2021.

recruitment@tlg.org.uk
www.tlg.org.uk
01274 900380

