



# Centre Manager

TLG Croydon



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# 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!

## Trinity Baptist Church



TLG Croydon is a working partnership between TLG and Trinity Baptist Church.

Trinity Baptist Church (TBC), Croydon, is an international family church, which is committed to The Great Commission, transforming lives and fulfilling destinies in Christ. Vibrant and welcoming, it is TBC's joy to serve - church members and the local community are served by a variety of engaging programmes and events for all ages, whilst its active Missions team attends to needs that cross international borders. Founded in South London in 1987, with a sister church in West Norwood and Ghana, Trinity Baptist Church's heart is to study and live out God's Word, advance the cause of Christianity and to be a beacon of hope to others, through Christ.

## What we offer:

- Wednesdays as non-contact time, allowing opportunities for training, planning and time investing in your staff team.
- 6 full days of teacher training a year, delivered by a highly-skilled team of education professionals.
- At least 3 full days of further training and peer mentoring a year pertaining to the role of Centre Manager.
- New to Management training to kick start your journey of managing staff the TLG way.
- The support of the Education Centre Development team, with over 60 years of experience leading schools.
- Annual conference to connect, worship and celebrate together all of what God is doing in the lives of our young people and their families.
- A genuine focus on work-life rhythms; empowering you to work hard, rest well and remain energised in all areas of life.
- Fun team times away
- Retreat days for all staff
- Generous holidays & flexible working arrangements
- Access to 'The Leadership Track', our 11-month leadership programme led by TLG's core team
- Special recognition & benefits for staff to mark every 5 years at TLG
- Above & Beyond recognition scheme for high-performing staff
- Support for staff: counselling & coaching
- Contributions towards training & professional qualifications

**And of course, you have the reward of seeing lives changed along the way!**

# Job Description

**Location:** TLG Croydon

**Salary:** £31,157 - £36,572 (FTE) (dependent on experience)

**Hours:** 37.5 per week

**Reporting to:** Centre Support Manager / Church Proprietor

## Organisation and Role Context

- Transforming Lives for Good (TLG) is a national charity with a Christian ethos, working with struggling children, young people and their families.
- 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 Croydon centre.
- 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.
- The Centre Manager reports to the TLG Centre Support Manager and Trinity Baptist Church Leader who will both support progress against objectives.
- The Centre Manager leads the local TLG team, which [will initially] consist of a Classroom Teacher and/or intern and volunteers. As a team they provide education and transformation for six-nine young people on any one programme.
- The Centre Manager will be part of the national TLG staff team which includes participation in central training, staff meetings, and conferences.
- The Centre Manager will be a key part of the church/organisation staff team, and as such an active and committed member of the congregation.
- 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 from 8.30am-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 Behaviour for Learning 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: behaviour for learning, child protection and other social issues that prevent holistic development.
- Represent TLG within the church and vice-versa.
- Represent TLG and the 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 Trinity Church Baptist.
- 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.
- Actively promote TLG's regular giving scheme and recruit a number of individuals to become regular 'Hope Givers'.

# Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good general standard of education including English, Mathematics GCSE or equivalent.</li> <li>• 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).</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant degree or level 3 qualification (or equivalent).</li> <li>• First Aid qualification.</li> <li>• Child Protection Designated Person Training.</li> <li>• Fire Marshall/Warden certificate.</li> <li>• Full driving licence and be willing to travel to meetings and transport young people to external activities as appropriate.</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>• Manage a small team and be willing to undertake ongoing training.</li> <li>• Demonstrate good communication skills: written, verbal and listening.</li> <li>• Understand broad issues impacting a young person's ability to participate in learning and self-improvement.</li> <li>• Possess proven skills and strategies for engaging young people within a classroom setting and out of hour's school provision.</li> <li>• Can work with supporters/carers in achieving recognisable outcomes.</li> <li>• Some knowledge of the issues facing the centre's local community.</li> <li>• Can relate to people from a variety of backgrounds and put them at ease.</li> <li>• Knowledge or skills of pastoral issues young people may face.</li> <li>• Ability to act as a positive role model.</li> <li>• Effective time management and ability to organise and prioritise own work load and that of team, and to keep to deadlines.</li> <li>• Evidence of effective ICT skills.</li> <li>• Highly effective personal leadership and ability to act as a role model for the culture of excellence and the values of TLG.</li> </ul>	

Experience	<ul style="list-style-type: none"> <li>• A minimum of two years' relevant teaching/tutoring experience.</li> <li>• Experience of delivering lessons and learning activities in inventive and creative ways.</li> <li>• Has had experience of working with disaffected young people and can demonstrate successful progress with them.</li> <li>• Has experience in managing challenging behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of one year's managerial or leadership experience within an educational establishment.</li> <li>• Proven track record of working with young people aged 11-16 years.</li> <li>• Positive approach to managing young people's behaviour.</li> <li>• Delivery of alternative education programmes.</li> </ul>
Christian Lifestyle	<ul style="list-style-type: none"> <li>• Commitment to actively pursue the on-going personal, professional and spiritual development of themselves and colleagues in order to enhance the contribution to TLG.</li> <li>• Attends and participates fully in devotions, prayer meetings and staff conferences to enhance the spiritual relationships within the team.</li> <li>• 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.</li> <li>• Actively involved in Trinity Baptist Church to the level agreed.</li> </ul>	<ul style="list-style-type: none"> <li>• Attends or is willing to attend Trinity Baptist Church.</li> </ul>
Additional	<ul style="list-style-type: none"> <li>• The applicant plays an active part in promoting the work of TLG including the recruitment of individual regular donors through TLG Hope Giver scheme.</li> <li>• Complete an enhanced DBS check prior to employment, which reveals no reason for the applicant being unsuitable to work with young people.</li> <li>• 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.</li> <li>• Provide evidence of qualifications and suitability to work in the UK.</li> <li>• Promote and safeguard the welfare of children and young persons.</li> </ul>	<ul style="list-style-type: none"> <li>• The applicant lives within a reasonable travelling distance.</li> </ul>

# Application Process

All applicants are directed to apply online through our website [www.tlg.org.uk](http://www.tlg.org.uk)

We welcome applications from many diverse backgrounds to enable TLG to better reflect the needs of the communities we serve.

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 related to all aspects of your working life.

If you have any problems with the online application process, please contact [recruitment@tlg.org.uk](mailto:recruitment@tlg.org.uk) and someone will get back to you as soon as possible.