

# Learning Support Mentor for students SEN (EHCP)

(Fixed term to 31 August 2022)

## Candidate Information



Based at South Devon University Technical College

# Welcome from Education South West

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Dear Candidate,

Thank you for your interest in Education South West - we are always on the lookout for exceptional talent to join us and contribute to our team of creative education professionals.

At Education South West we believe that education makes children's lives better, it is as simple as that; it enables them to lead great lives in every sense of the word. We believe that every child has the right to achieve all that they are capable of and more, regardless of their background or raw ability.

Across all our schools our staff aim to provide an educational experience which is outstanding; our schools all believe strongly in the power of and broad and balanced curriculum. Sport, art, technology drama and music play a key role in all our schools.

We encourage innovation, creativity, and individuality. By sharing this individuality and creativity we believe that schools and communities become stronger through unity and collaboration.

We are caring and compassionate. Every individual in our schools matters and we believe strongly that children and staff should enjoy their time at school, and work. A positive can-do attitude to their work and study is necessary. The happier and more stimulated a person is the more motivated they are to improve.

We believe in developing a positive attitude to learning and to life, in having clear goals and in providing a supportive environment to help the realisation of these.

We support and challenge our school leaders and the staff in our schools to be the best they can, leading effective teams at every level, growing future leaders, and working together to provide an exciting education for all.

We welcome and support aspirational and ambitious teachers and classroom support staff, dedicated to supporting children through their time at school.

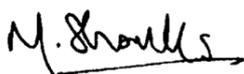
We offer excellent opportunities and professional development through in-school CPD, our Research School status, through our teaching schools and through our links with the wider education community. We are ambitious for our children and our employees and always looking to support, challenge and develop talent, whatever stage you are in your career.

When recruiting staff to work with children we place immense importance on:

- people who go the extra mile.
- a commitment to professional development and a desire to continue learning, via research, private study and in learning from others.
- a desire to ensure that everything that is done within schools is the best it can be.
- a firm commitment to the philosophy that we work in education to improve young people's lives and improve society; we serve our communities and the wider populace.
- the ability to develop positive relationships with pupils, students, and parents.
- good interpersonal and communication skills when liaising with stakeholders.
- a good sense of humour.
- a commitment to working in partnership with others and sharing selflessly best practice within and outside of ESW.

Your journey with ESW starts here and I look forward to meeting you in the future.

Yours faithfully,



Matthew Shanks  
CEO

# Welcome from South Devon UTC Governors

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Dear Candidate,

This is an exciting time for South Devon UTC. The UTC has recently joined the Education South West family and is seeking new ways to develop the next generation of engineers, scientists and most recently, health care professionals.

By joining us you will be joining a dedicated team with a strong vision. That vision will help provide businesses with the talent they need to continue to thrive and young people with the skills to achieve their goals.

The UTC has always taken great pride in our track record of supporting our students in any way we can to help them have a fulfilling and enjoyable education and thereby reach their full potential.

You will be supported by a team of governors who are truly committed to helping every single student to achieve their potential. Many of our governors come from the workplaces the UTC was designed to support and so bring real industry experience into their roles.

Thank you in advance for the time that I know you will commit to this process.

Yours faithfully

A handwritten signature in black ink, appearing to be 'DG' with a stylized flourish.

**David Goldsmith**  
**Chair of Governors**

# Letter from the Head of College

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Dear Colleague

## **Learning Support Mentor**

**32.5hrs per week (08.30am – 3.30pm) 39 weeks a year (0.74FTE)**

**C4 £18,933 pro rata**

**Start as soon as possible**

**Fixed term until 31 August 2022**

The UTC is unique in that we can provide so many opportunities for our students to experience an employer-driven curriculum. This helps to remind them of the importance of working to their full potential so that they can successfully gain stable employment and sense of professional fulfilment. Where possible we look for ways in which we can instil passion and drive in our students. We are very proud of the destinations our 2020 graduates have secured and their achievements are highly encouraging and motivating for all of our students. We look forward to so many more excellent outcomes and encourage all young people to join us on their journey to skilful and capable technical careers

Local employers are working with our teachers to extend learning beyond text-books and school-desks. Their partnership with the UTC enhances the work of our specialist subjects (Engineering and Health and Social Care) providing our students with a real and valued focus to their learning.

This is an opportunity to join the school at an exciting point in our journey as part of Education South West. Education South West is a multi-academy trust of 11 schools spanning primary, all-through and secondary: nearly 5,000 students and 600 staff in total. We are the 4<sup>th</sup> largest trust in Devon. The trust has both a teaching and research school sitting at the heart of its organisation which drives opportunities and improves the quality of provision across our schools.

The aim of the Trust is simple: *to work together so that children can lead great lives.*

We are fortunate to be able to attract a high calibre of staff to UTC. Our drive is to offer you:

- The opportunity to work in a school where all staff are viewed as part of the family.
- Somewhere where leaders look after you as well as encourage you to pursue your aspirations and goals.
- A school where the classroom and the learning experience for young people is the centre of everything that we do.
- Shared schemes of learning and resources which support your workload.
- A school with a healthy view of the work life balance needed to be a great teacher.
- The freedom to experiment in your own classroom.
- A sensible and balanced approach to marking and feedback.
- A clear behaviour policy which supports you to be able to teach with enthusiasm and freedom to a receptive audience.
- Opportunities to share your practice and learn from others across the trust and South West Teaching School Alliance.

Our staff are friendly and supportive, and we offer a full range of professional development opportunities no matter what stage you are at in your career. Many of our senior and middle leaders started as teachers with us and have developed into incredibly talented practitioners. We offer internal and external training through our National Professional suite of qualifications including NPQML and NPQSL - your professional development is important to us.

If you have a genuine desire to do the best for young people, then we would welcome your application. The school is committed to safeguarding pupils and personnel and will conduct checks based on the information in your application. If you are selected for interview, safeguarding will feature in the interview programme.

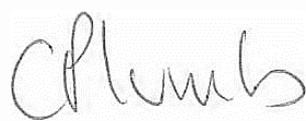
If you wish to visit the UTC or have any questions about this role, please feel free to contact the school and ask to speak to my PA, Caroline Battong. Applications must be made by completion of an application form.. We would also request that interviewees bring to the interview original copies of relevant exam certificates, and where available original copies of their DfE registration and DBS disclosure.

Thank you for your interest in this post and I look forward to receiving your application.

Start here, go anywhere.

The closing date for applications is **9.00am on Tuesday 19 October 2021** with interviews likely to take place on **Thursday 21 October 2021** or directly after half term.

Yours faithfully

A handwritten signature in black ink, appearing to read 'C Plumb', is displayed within a light grey rectangular box.

**Claire Plumb**  
**Head of College**

## THE DEPARTMENT

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South Devon UTC is a small but growing specialist technical college. We deliver a core curriculum of English, Maths, Science, PE and PSHE alongside specialist qualifications in Engineering and Health Care Sciences. We will be introducing a digital pathway from September 2022.

You will be liaising with SENDCO, Head of College, Class teachers, and other support staff, which may include outside agencies, e.g. Speech and Language Therapists and Educational Psychologists.

## THE POST

The Learning Support Mentor's (LSM) main role is to provide support to students who have Special Educational Needs, specifically those with an Educational Health Care Plan. The LSM will ensure that the students can integrate as fully as possible in the activities generally undertaken by the other students in the class and make progress.

Duties will include running specific programmes and activities to assist the students' individual learning and social needs. The LSM will be responsible for implementing the targets and strategies outlined in the EHC Plan in liaison with the class teachers and the SENDCo.

The small team based at the UTC are supportive and friendly team with full subject expertise provided by the partnership with Coombeshead Academy.

## THE COLLEGE'S FACILITIES

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The South Devon UTC is situated in Newton Abbott. It was a brand-new specialist facility which opened in 2015. It has specialist facilities in Engineering, Health Care Sciences and IT. All of the curriculum is delivered in modern well-equipped classrooms.

## STAFF AND STUDENTS OF THE SCHOOL

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All staff are considered leaders within the school and given the opportunity to participate in the decision-making process through regular team, pastoral and staff meetings – and whole school events. UTC teachers are expected to link with their specialist teams at Coombeshead Academy.

Relationships between staff and students here are excellent. We see evidence of this in the time which staff devote to giving students individual help outside of classes and the time and energy they commit to trips. Our students are well motivated and responsible, and we receive many plaudits when they are active on visits.

## CONTINUING PROFESSIONAL DEVELOPMENT

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We are very clear in our belief that the staff are our best resource and invest a lot of time and resources in continuous professional development. We place a great deal of importance in supporting trainee teachers and NQTs. All our NQTs have an individual curriculum team-based mentor as well as mentoring from the Professional Development Leader. We do our absolute best to offer all our staff a continuous training programme as their career enters various stages from NQT through to preparation for middle and senior leadership, and then on eventually to headship. Our policy is to train our own staff who can then lead others.

Post Title: **Academic Mentor (SEN)**  
Responsible to: **SENDCO**  
Scale: **C4 £18,933 pro rata (0.74FTE)**  
Hours: **08.30am – 3.30pm Monday to Friday**

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

### **Job Purpose**

To assist and support students who have an Educational Health Care Plan.

### **Responsibilities of the post:**

1. The Learning Support Mentor's (LSM) main role is to provide support to students who have Special Educational Needs, specifically those with an Educational Health Care Plan.
2. The LSM will ensure that the students can integrate as fully as possible in the activities generally undertaken by the other students in the class and make progress.
3. Duties will include running specific programmes and activities to assist the students' individual learning and social needs. The LSM will be responsible for implementing the targets and strategies outlined in the EHC Plan in liaison with the class teachers and the SENDCo.

### **Supporting Students**

4. To provide learning support for students in class or in 1:1 situations.
5. To develop knowledge of the particular needs of the students and seek advice from the SENDCo, class teacher and outside agencies as required.
6. To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
7. To make or modify resources as suggested and advised by the SENDCo.
8. To organise and maintain an inclusive learning environment across the whole school environment.
9. Provide positive reinforcements, praise and rewards to students.
10. Facilitate inclusion in small group activities with peers and support interaction between them.
11. To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.

### **Supporting the SENDCO**

12. To work as part of the team to ensure that the well-being and personal development of the student enhances their learning opportunities and life skills.
13. To provide regular feedback to the SENDCO and, where necessary, relevant outside agencies about any student's difficulties and progress.
14. To contribute to the students' annual review by writing a brief report and attending the meeting where possible.

### **Supporting the School**

15. To foster links between home and school.
16. To participate in relevant professional development as deemed appropriate.

17. To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
18. To maintain confidentiality and sensitivity to the students' needs but have regard to the safeguarding procedures of the school.
19. To carry out duties as directed by the SENDCO or Principal.
  
20. To remain aware and work within all relevant school working practices, policies and procedures;
21. To attend staff meetings and school-based INSET as required;
22. The role is based at South Devon UTC, but you may be required to work in any Trust school within the local area as directed, where the operational need requires it
23. To be responsible for your own continuing self-development, undertaking training as appropriate.

## **Expectations**

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
  - Trust Equality Scheme
  - Information Security Policies
  - Financial Regulations
  - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
  
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct of the Safeguarding Policy
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	<p>Experience of working with children with special educational needs and EHCP's in a school setting.</p> <p>Maintaining accurate records</p> <p>Experience of motivating students to learn and be sociable.</p> <p>Planning and prioritising tasks and work under the pressure of a busy inclusive environment</p>	<p>Experience of school information management systems e.g. Progresso</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
<b><u>Education &amp; Training</u></b>	<p>Attainment of GCSE qualifications (or equivalent) including Maths and English (educated to Level 2 standard).</p>	<p>Level 3 qualifications or equivalent (e.g. A Levels)</p> <p>C or above in GCSE English</p>	<p>Application form</p> <p>Education Certificates</p>
<b><u>Special Knowledge &amp; Skills</u></b>	<p>Knowledge and understanding of the different social, cultural and physical needs of students</p> <p>Have an interest in how students learn and behave</p> <p>Really care about students, particularly those who find learning and managing their behaviour difficult.</p> <p>Communicate effectively and appropriately with students with different abilities.</p>	<p>Knowledge of issues relevant to special educational needs and child development including the SEN code of practice</p>	<p>Application form / references / Interview</p>
<b><u>Any Additional Factors</u></b>	<p>Able to prioritise between different demands and to work to deadlines</p> <p>Discreet and confidential</p> <p>Be productive and show initiative</p> <p>Computer literate</p> <p>Willing to learn and take on new ideas and developments</p>		<p>Interview</p>

	<p>Compassionate and sensitive approach to children and their needs</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		
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## How to apply

### Application deadline

Completed applications must be received by **9.00am, Tuesday 19 October 2021**.

Please submit your application to Caroline Battong:  
[caroline.battong@educationsouthwest.org.uk](mailto:caroline.battong@educationsouthwest.org.uk)



### Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement outlining your suitability for the role.

The Governors are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure via the Disclosure and Barring Service.

It is the Governors' Policy to ask to see original certificates for all qualifications of A Level or equivalent, and above, at interview.

### Discussion and visits

Informal discussions with the Head of College are welcomed, as well as visits to the School. Please arrange a suitable time with Caroline Battong  
[caroline.battong@educationsouthwest.org.uk](mailto:caroline.battong@educationsouthwest.org.uk). Telephone: 01626 248971

### References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are informed of the need to respond within the timescale set. In all cases, at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.



**Blackawton Primary School \* Christow Community Primary School \* Coombeshead Academy \* Dartmouth Academy  
East Allington Primary School \* Kingsbridge Community College \* Kingswear Primary School \* Rydon Primary School  
Stoke Fleming Primary School \* Teign School**

Registered Office:  
Kingsbridge Community College, Balkwill Road, Kingsbridge, Devon TQ7 1PL  
Tel: 01548 852641 [www.educationsouthwest.org.uk](http://www.educationsouthwest.org.uk)  
Company Registration Number: 7451553