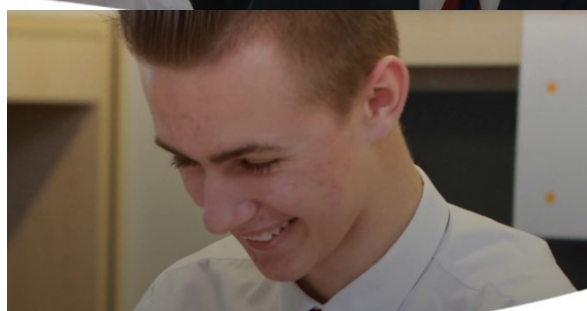




# Thriftwood

## Specialist Learning Mentor Candidate Information Pack



Thriftwood is part of SEAX Trust

Contact: Thriftwood College, Fox Crescent, Chelmsford, Essex CM1 2BN

Telephone: 01245 262779



# Headteacher's Letter



Thriftwood School & College

Fox Crescent

Chelmsford

Essex CM1 2BN

Telephone: 01245 262779

Email: [admin@thriftwoodcollege.com](mailto:admin@thriftwoodcollege.com)

Website: [www.thriftwoodschool.com](http://www.thriftwoodschool.com)

*Dear Candidate*

Thank you for your interest in this post. I hope this Information Pack will help to give you an idea of the culture and commitment at Thriftwood.

Thriftwood is part of the SEAX Multi-Academy Trust and is situated on two sites in Chelmsford. Thriftwood School is sited in Galleywood and our College is on the other side of town in Melbourne.

We are a day school and college, catering for children and young people aged 7 to 19 years who have moderate learning difficulties - including multiple and complex needs - such as autism and speech, language & social communication difficulties.

We offer a tailored curriculum which focuses on key skills, whilst also providing a broad and engaging knowledge base. Promoting independence and personal and social skills are fundamental to every lesson.

We strongly believe in creating a culture of achievement and recognition, in which pupils want to participate, developing responsibility, tolerance and respect for others. We are inclusive and strive to work together to help our pupils reach their full potential.

Choosing to work with us will allow you to further your career in a provision which has been rated 'Outstanding' by Ofsted on all three of its last Inspections. You will be working with a range of exceptional practitioners and have the support of a friendly, caring team. At Thriftwood, every day is a buzz of activity, enjoyment and learning where our personal care for each other features in everything we do.

I hope we will have the chance to share more of Thriftwood's unique character with you and that we can look forward to receiving your application in due course.

*Georgina Pryke*

**Mrs. Georgina Pryke, Executive Headteacher**

# Job Description



## Thriftwood

<b>Job Title:</b>	<b>Specialist Learning Mentor, Fixed Term Contract to August 2025 (for the duration of the child's education at Thriftwood College)</b>
<b>Grade:</b>	<b>Scale 5, Point 8 (Range 8-11)</b> <b>Actual Salary: £14,812 to £15,926 per annum (pro-rata) depending on experience and length of service</b>
<b>Based at:</b>	<b>Thriftwood College</b>
<b>Reports to:</b>	<b>Executive Headteacher/College Lead/Innovation &amp; Development Lead/Class Teacher</b>
<b>Responsible for:</b>	<b>Supporting a Visually Impaired student and undertaking other general Learning Mentor Duties</b>
<b>Liaison with:</b>	<b>Executive Headteacher, College Lead, Innovation &amp; Development Lead, Class Teachers/Tutors, Support Staff, Students, Parents &amp; Carers</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• To work in partnership with Class Teachers/Tutors to support the learning, educational progress and inclusion of a young person with a visual impairment.</li><li>• To provide particular and specific support to a visually impaired young person, so they can access the curriculum, participate in learning, experience a sense of achievement and develop independence in learning and other aspects of school life</li><li>• To work under the professional direction of a teacher and within an agreed system of supervision</li></ul>
<b>Principal Accountabilities:</b>	<ul style="list-style-type: none"><li>• Provide specific support to the young person to enable access to the curriculum, including developing and teaching Braille</li><li>• To provide welfare support to the young person, including attending to complex medical needs as required, including administering rescue medication</li><li>• Implement planned learning activity/teaching programmes as agreed with the teacher, adjusting activities according to the young persons needs and responses</li><li>• Promote acceptance and inclusion of students with special needs within the class</li><li>• To support and assist the day-to-day work of Learning Mentors, solving routine issues as the arise.</li></ul>

# Job Description



**The over-riding expectation is that employees and those engaged to work in the Trust will adopt high standards of personal conduct, in order to maintain the confidence and respect of their colleagues, pupils or students, the public in general and, indeed, all those with whom they work or come into contact with in the course of their employment or engagement by the individual academy.**

## **Job Description: Specialist Learning Mentor**

To provide particular and specific support to a Visually Impaired young person, to enable access to the curriculum, including developing and teaching Braille.

Working both within, and also outside, area of individual specialism and under the direction of the Class Teacher at all times.

### **Principal Accountabilities:**

- To work in partnership with the Class Teachers/Tutors to support and enable students with Special Educational Needs (moderate learning difficulties) to access learning and the curriculum in line with Thriftwood School & College policies.
- To support and assist the day-to-day work of Learning Mentors, solving routine issues as they arise.
- To have specific responsibility for supporting a Visually Impaired young person at Thriftwood College
- Willingness to undertake specific training in relation to supporting pupils with Visual Impairments and Braille.
- To develop skills in the use of specialist formats e.g. Braille
- To provide welfare support to the young person, including attending to, and managing, highly complex medical needs, including administering rescue medication as required. (Additional training will be provided).

### **Support for the Class Teacher/Tutors:**

- Organise an appropriate learning environment
- Participate in planning and evaluation of learning activities with the Class Teacher/Tutor, writing reports and records when requested and adjusting activities according to pupil responses, as required
- Be involved in planning, organizing and implementing individual plans, including attendance at, and/or contribution to, reviews
- Monitor and record pupil responses and learning achievements, resolving all but the most complex problems independently
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- Work in collaboration with other learning support assistants in the classroom
- Assist staff in communicating with a Visually Impaired young person
- Provide objective and accurate feedback and reports to teachers
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress attainment
- Establish a clear framework for discipline in line with established policy, anticipate and manage behavior constructively, promoting self control and independence.

# Job Description



## Support for Pupils:

- Work with individuals or small groups of students under the direction of teaching staff
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Understand specific learning needs and styles and provide differentiated support to students individually and within a group
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupil response, as appropriate
- Promote the inclusion and acceptance of students within the class, ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Promote positive pupil behavior in line with school and college policies and help keep students on task
- Support students with challenging behavior and behavior management (including restrictive physical intervention) in line with school and college policy, once you have received the required training
- Support students with activities which support literacy and numeracy skills
- Provide feedback to students in relation to attainment and progress under the guidance of the Teacher
- Assist with the display and presentation of students' work, putting up displays as directed
- Supervise students for limited and specific periods, including break-times and facilitate learning activities, games and play as appropriate
- Assist with escorting students on educational visits
- Attend to students' personal needs, including help with social. Welfare and health matters, and minor first aid
- Operate, check and as appropriate maintain, specialist equipment
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to deliver learning activities, taking account of pupils' interests and language and cultural backgrounds

## Working with Others:

- Liaise with staff and other relevant professionals and provide information about students as appropriate
- Liaise with teachers, tutors and other staff to ensure that communication between the school and college and parents is outstanding, by reporting any incidents or significant achievements to teaching staff
- Take an active role in the preparation, maintenance and control of stocks of materials and learning resources

## General Duties:

- Establish constructive relationships and be supportive of, and sensitive to, the needs of colleagues, students and the wider school community
- Encourage interaction and teamwork within the school, college and Trust; sharing ideas and new initiatives
- Respect confidentiality and maintain professionalism at all times

# Job Description



- Contribute to the overall ethos, work and aims of the school and college
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with all academy and Trust policies and procedures, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

## Health & Safety

- Support the safety and well-being of pupils and staff
- Promote good order and positive relationships amongst pupils and staff.

## Safeguarding

- Maintain own personal responsibility and accountability for safeguarding and promoting the welfare of all students within the Academy including:
- Participating in a culture of listening to children and taking account of their wishes and feelings,
- Sharing information, with other professionals, as instructed

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Executive Headteacher or the CEO of the Trust to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

# Person Specification



## Person Specification: Specialist Learning Mentor

### QUALIFICATIONS & EXPERIENCE

#### Essential

- Successful experience of working with children in a school/early years environment.
- Experience of working with SEND
- Qualification in, or evidence of, working to HLTA standards
- Understand classroom roles and responsibilities and your own position within these
- Basic knowledge of people management
- Ability to understand and support students with social, emotional and mental health needs.
- Willingness to undertake specific training in relation to supporting pupils with Visual Impairments and Braille.
- Ability to understand the impact of vision loss upon aspects of learning, language development, social skills, mobility and access to the curriculum.
- Manage highly complex medical needs, with training
- Knowledge of First Aid.
- Very good reading and writing skills
- Very good numeracy skills
- Full knowledge of ICT to support learning

#### Desirable

- Educated to NVQ Level 3 in learning support or equivalent qualification/experience.
- Qualification in First Aid
- Experience of working with a range of professionals e.g. Specialist teachers, Speech and Language Therapists, Occupational Therapists etc.
- Prior training in specialist approaches to working with pupils with Visual Impairments or Communication difficulties.
- Specialised knowledge of working with pupils who are visually impaired, for example Grade 1/ Grade 2 Braille.
- Successful completion of training to support SEN.

### COMMUNICATION

#### Essential

- Ability to write detailed reports, letters etc.
- Ability to use clear language to communicate information unambiguously
- Ability to listen effectively
- Specialist language/communication skills if appropriate
- Ability to negotiate effectively with adults and children

# Person Specification



## **WORKING WITH CHILDREN AND OTHERS**

### **Essential**

- Successful completion of training to support SEND, e.g. Elklan
- Good working knowledge of specialist curriculum area(s) if appropriate
- Understanding of statutory frameworks relating to teaching
- Working knowledge and experience of implementing national curriculum and other relevant learning programmes
- Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment
- Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
- Ability to make a proactive contribution to the work of the team supporting children, their families and carers through thinking, planning etc.
- Ability to work with parents and carers to improve support for children
- Contribute to the development and implementation of effective systems to share information

## **RESPONSIBILITIES**

### **Essential**

- Good organisational skills
- Ability to remain calm under pressure
- Ability to be flexible
- Follow instructions accurately
- Use own initiative and work independently
- Ability to manage and support the work of others
- Ability to manage own time effectively
- Ability to adapt quickly and effectively to changing circumstances, situations
- Demonstrate creativity and an ability to resolve problems independently

## **GENERAL**

### **Essential**

- Awareness of and promotion of equality
- Good understanding of Health & Safety
- Good understanding and effective implementation of child protection and safeguarding procedures
- Understand procedures and legislation relating to confidentiality
- Understanding and implementation of the Trust's Data Protection Policies
- Demonstrate a clear commitment to develop and learn in the role
- Constantly improve own practice/knowledge through self-evaluation and learning from others



# Key Information



- Required:** As soon as possible
- Visits:** Visits are subject to COVID regulations at the time. If you wish to visit, please telephone Thriftwood College on 01245 262779 to make arrangements.
- Closing date:** 12:00 mid-day on Sunday 31st October 2021
- Interview:** Thursday 4th November 2021 at Thriftwood College
- Salary and benefits:** Scale 5, Point 8 Range Points 8-11  
Actual salary: £14,812 to £15,926 per annum

## Application process

Applicants must complete the SEAX Trust Application Form and submit it to the return address no later than the closing date above. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

## Selection process

Applications are ranked against the person specification for the role and those shortlisted will be subject to a face to face interview with the selection panel. There may also be a skills test/observation or practical assessment. Details regarding selection panel members and assessments will be made available to shortlisted candidates.

## Shortlisted candidates

Applicants shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

## Referees

The referees for **all shortlisted candidates** will be contacted **prior to the interview date**. SEAX Trust may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct, behaviour and suitability for employment in a school.

## Interview expenses

Please note: SEAX Trust does not reimburse candidates for interview expenses.

## Further information

Applicants who require further information or would like to visit should contact Mrs Gemma Baker, PA to the Headteacher on **01245 262779** or email **gemmabaker@thriftwoodschool.com**

**Candidates wishing to apply should download and complete the SEAX Trust application form available from: [www.thriftwoodschool.com](http://www.thriftwoodschool.com) and/or [www.essex.schoolsjobs.co.uk](http://www.essex.schoolsjobs.co.uk)**

# Thriftwood School & College part of SEAX Trust



## Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

**Provide outstanding educational experiences for children and young people with special educational needs and to**

**Put the well-being and achievement of pupils at the heart of all decision making**

Our greatest asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

## Be rewarded by us ...

We offer a clear and competitive **pay policy** and **progression route**; **Holiday pay** and **salary** which are paid *evenly* across the year for our support staff; Teachers and Local Government **Pension Scheme** facilities.

## Progress with us ...

A focus to provide high quality **professional development** opportunities for all staff;  
An extensive range of **in-house training** opportunities;  
Experienced and **dedicated practitioners** who are keen to help you learn;  
A range of exciting internal **career opportunities**.

## Be inspired by us ...

**Challenging** roles and **recognition** of achievement;  
A **motivational** strategy towards both education and business;  
Staff **involvement** in wider decision-making.

## Be reassured by us ...

A strategic aim to ensure a **fair work/life balance**;  
A **highly supportive** organisational culture;  
A firm commitment to the strengths of **equality and diversity**;  
A sense of **cohesion and belonging**;  
A policy to raise **matters of concern**.

## Ask us ...

If you would like the opportunity to progress your career within the **SEAX Trust**, we would be delighted to hear from you. You can register your details and area of interest by contacting:

**Mrs Kate Stannard Assoc CIPD, Director of HR for SEAX Trust**

**Email: [jobs@seaxtrust.com](mailto:jobs@seaxtrust.com) Telephone: 01245 963000**

The **SEAX Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of Thriftwood's Child Protection Policy can be found here: <https://www.thriftwoodschooll.com/school/parent-information/policies/>

All posts are subject to satisfactory medical checks, enhanced DBS clearance and references.

**We look forward to hearing from you soon**