



**THRIFTWOOD SCHOOL AND COLLEGE  
LEARNING MENTOR  
(Fixed Term Appointment)**

**COLLEGE ROLE - APPLICATION PACK**



**Thriftwood School and College  
is part of SEAX Trust**



## LETTER FROM THE HEADTEACHER THRIFTWOOD COLLEGE

### **Thriftwood College**

Fox Crescent, Chelmsford, CM1 2BN  
Acting Head of College: **Mr Jon Hutchings**  
Telephone: 01245 226779  
Email: gemmabaker@thriftwoodschoo.com

Dear Applicant

Thank you for your interest in Thriftwood College. I would like to take this opportunity to tell you a little more about us.

Thriftwood offers high quality provision to learners with a range of learning needs from 5-19. The School (5-13 years) and College (14-19 years) are situated on two distinct sites in Chelmsford. At College, we aim to offer our students a continuing education which is individualised and appropriately matched to their learning needs. We wish to enable young people to develop the confidence and skills they need to move on to the next phase of their lives, whether it is to further education and training, employment or to work towards a happy, healthy life, with as much independence as possible. Thriftwood has recently achieved an **Outstanding** Ofsted Inspection outcome and recognises the importance of attracting the right people into all roles to sustain excellence.

At this point in our development we are now looking to appoint an enthusiastic and motivated Learning Mentor to support the team to deliver an enriching experience to students with a range of learning needs.

We are keen to hear from applicants who share our ethos and values regarding our learners. We offer training and support and would be interested to receive applications from all those with interest and commitment.

Thriftwood is proud to be an equal opportunities employer.

We look forward to hearing from you in the near future.

All good wishes

*Jon Hutchings*

**Mr Jon Hutchings, BSc (Hons), PGCE, PG.Dip**  
**Acting Head of College**  
**Thriftwood College**



## Thriftwood College

This sheet sets out the key information for any candidates applying for the post of Learning Mentor to be based at Thriftwood College.

Please read this information carefully and retain this sheet for reference during the application process.

### Application process

Applicants must complete the SEAX Trust Application Form and submit it to the return address no later than **midday** on the closing date of **Friday 4<sup>th</sup> December 2020**. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

### Selection process

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to a face to face interview with the selection panel.

There may also be a skills test or practical assessment.

Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

### Shortlisted candidates

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

The college will only contact shortlisted applicants and therefore if you have not received any communication from the college by this date your application has not been successful on this occasion.

### References

References are required at interview, as they form an important part of the selection process.

Referees will therefore be contacted **prior to the interview date** in relation to all shortlisted candidates. Please ensure that you have given consent to your referees so that provision can be made without delay. *The college may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.*

### Interview date

Interviews will be held at **Thriftwood College on Wednesday 9<sup>th</sup> December 2020 (AM)**. Please note the college does not reimburse candidates for interview expenses.

### Further information and college visits

Unfortunately, due to COVID-19 restrictions, we are not offering on-site visits at this time. Instead, please visit our website.



## Thriftwood College

**Learning Mentor – Fixed Term Contract**  
**Ends 31<sup>st</sup> August 2021**  
**30.58 hours pw/39 weeks pa**  
**Scale 3, Points 4 - 5**

### Job Description & Person Specification

<b>Job Title:</b>	<b>Learning Mentor</b>
<b>Grade:</b>	<b>Scale 3 (Points 4 - 5)</b>
<b>Based at:</b>	<b>Thriftwood School &amp; College (Thriftwood College Post)</b>
<b>Reports to:</b>	<b>Acting Head of College, Acting Assistant Headteacher, Tutors</b>
<b>Liaison with:</b>	<b>Acting Head of college, Acting Assistant Headteacher, Class Teachers/Tutors, support staff, students, parents &amp; carers</b>
<b>Job Purpose:</b>	<b>To work in partnership with Class Teachers/Tutors to support learning in line with the Thriftwood School &amp; College curriculum, codes of practice and school policies and procedures</b>
<b>Principal Accountabilities:</b>	<ul style="list-style-type: none"><li>• To work in partnership with the Class Teachers/Tutors to support and enable young people with their communication and management needs</li><li>• To work flexibly within the college day to assist in the smooth running of the college.</li></ul>



## Job Description: Learning Mentor

### Learning Mentor - Duties

#### 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

#### Working with the Class Teacher/Tutors

- 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, organising 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
- Write **reports and records**, as required

#### Working with Students

- Work with **individuals or small groups** of students under the direction of teaching staff;
- Establish **positive relationships** with students;
- 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 **behaviour** in line with school and college policies and help keep students on task;
- Support students with **challenging behaviour** and **behaviour 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;



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- Support the use of **ICT** in the classroom and develop students' competence and independence in its use;
- 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.

### 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
  - Actively engage in the **professional development programme**, monitor and assess own performance and take a proactive approach to professional development
  - Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
  - Contribute to the overall **ethos, work and aims** of the school and college
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- Comply with all **School, College 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.



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The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher 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 expect 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: Learning Mentor

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Successful experience of working with pupils in a school environment at Primary or Secondary school level Educated to NVQ Level 3 in learning support or equivalent qualification/experience Knowledge of, or qualification in, First Aid	✓	✓ ✓
Literacy	Good reading and writing skills	✓	
Numeracy	Good numeracy skills	✓	
Technology	Full working knowledge of ICT to support learning	✓	
Communication			
Written	Ability to write detailed reports, letters etc	✓	
Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively	✓ ✓	
Negotiating	Able to negotiate effectively with students and their families and carers and other adults	✓	
Working with Children and Others			
Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy	✓	
SEN	Ability to understand and support students with social, emotional and mental health needs Successful completion of training to support SEN	✓	✓





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Detail		Essential	Desirable
Curriculum & Assessment	Detailed understanding of the school/college curriculum Good working knowledge of literacy/numeracy strategies Ability to assess progress and performance accurately	✓ ✓ ✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing Ability to assess progress and performance of pupils and to recommend appropriate strategies to support development	✓ ✓	
Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers  Ability to work with parents and carers to improve support for children	✓ ✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with students, their families/carers and other adults	✓	
Team work	Ability to work effectively with a range of adults	✓	
Information	Contribute to the development and implementation of effective systems to share information	✓	
<b>Responsibilities</b>			
Organisational skills	Good organisational skills Ability to remain calm under pressure	✓ ✓	
Line Management	Ability to manage and support the work of others	✓	
Time Management	Ability to manage own time effectively	✓	
Creativity	Demonstrate creativity and an ability to resolve problems independently	✓	



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



### APPLICATION AND RECRUITMENT PROCEDURE

Candidates should download and complete the application form available from:

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

[www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk)

- Required:** 1<sup>st</sup> January 2021
- Visits to the College:** Unfortunately, due to COVID-19 restrictions, we are not offering on-site visits at this time. Instead, please visit our website.
- Closing Date:** Friday 4<sup>th</sup> December 2020 (midday)
- Interview:** Wednesday 9<sup>th</sup> December 2020 (AM)
- Salary and Band:** LGPCD Pay Scale: **3, Points 4-5**
- Hours and Weeks:** 30.58 hours per week/39 term-time working weeks per annum (Term-Time)
- Actual Salary:** (pro-rata calculation): **£13,685.00** to **£13,959.00** depending on experience and length of service
- Paid Leave:** 5.5 to 6.1 weeks per annum, *depending on length of service*  
(the successful applicant will work each week of term time including non-pupil days)
- To apply:** Candidates should download and complete a SEAX Trust application
- Queries:** Mrs Gemma Baker, PA to the Headteacher  
Email: [gemmabaker@thriftwoodschool.com](mailto:gemmabaker@thriftwoodschool.com)  
Address: SEAX Trust, Fox Crescent, Chelmsford, Essex CM1 2BN  
Direct Line: 01245 262779



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

We consider the main 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 is 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 ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Kate Stannard, Director of HR for SEAX Trust**

**Email: [jobs@seaxtrust.com](mailto:jobs@seaxtrust.com) Telephone: 01245 262779**

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