



**Learning Support Assistant/  
Senior Learning Mentor  
30.58 hours pw/39 weeks pa  
Scale 4, Point 6  
(Range 7-8)**

## Job Description & Person Specification

<b>Job Title:</b>	<b>Learning Support Assistant/Senior Learning Mentor</b>
<b>Grade:</b>	<b>Scale 4 (Points 7 - 8)</b>
<b>Based at:</b>	<b>Thriftwood School &amp; College (Thriftwood College Post)</b>
<b>Reports to:</b>	<b>Executive Headteacher, College Lead, Tutors</b>
<b>Liaison with:</b>	<b>Executive Headteacher, College Lead, Senior Leadership Team, 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 and enable students with Special Educational Needs (moderate learning difficulties) to access learning and the curriculum in line with 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><li>• To support and assist the day-to-day work of Learning Mentors, solving routine issues as they arise.</li></ul>



[www.kingswodehoe.essex.sch.uk](http://www.kingswodehoe.essex.sch.uk)



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

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*Specialising in Business and Enterprise*

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



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



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



## Job Description: Learning Support Assistant/Senior Learning Mentor

### Learning Support Assistant/Senior Learning Mentor - Duties

#### 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 related to their identified support pupil.
- 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;
- 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 the use of **ICT** in the classroom and develop students' competence in its use;
- Provide **feedback to students** in relation to attainment and progress under the guidance of the Teacher;
- 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.



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### 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 college and parents is outstanding;

### 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 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
- Comply with all **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.

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.*



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## Person Specification: Learning Support Assistant/Senior 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 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	✓	



## Thriftwood College

### 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)

<b>Required:</b>	<b>As soon as possible</b>
<b>Closing Date:</b>	<b>Monday 26<sup>th</sup> June 2023 (midday)</b>
<b>Interview:</b>	<b>Monday 3<sup>rd</sup> July 2023</b>
<b>Salary and Band:</b>	LGPCD Pay Scale: <b>4, Points 7-8</b>
<b>Hours and Weeks:</b>	30.58 hours per week/39 term-time working weeks per annum (Term-Time)
<b>Actual Salary:</b>	(pro-rata calculation): <b>£16,239.00</b> to <b>£16,752.00</b> depending on experience and length of service
<b>Paid Leave:</b>	5.8 to 6.4 weeks per annum, <i>depending on length of service</i> (the successful applicant will work each week of term time including non-pupil days)
<b>To apply:</b>	Candidates should download and complete a SEAX Trust application
<b>Queries:</b>	Mrs Gemma Baker, HR & Administration Lead Email: <a href="mailto:gemma.baker@thriftwoodcollege.com">gemma.baker@thriftwoodcollege.com</a> Address: Thriftwood College, Fox Crescent, Chelmsford, Essex CM1 2BN Direct Line: 01245 262779



# Thriftwood College

## Key Information

This sheet sets out the key information for any candidates applying for the post of Senior 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 **Monday 26<sup>th</sup> June 2023**. 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 Monday 3<sup>rd</sup> July 2023**. Please note the college does not reimburse candidates for interview expenses.

### Further information and college visits

Applicants who require further information or would like to visit the college should contact Gemma Baker on 01245 262779 or email [gemma.baker@thriftwoodcollege.com](mailto:gemma.baker@thriftwoodcollege.com)





# Thriftwood College

## Key Information regarding Terms and Conditions

**Hours per week: 30.58**

**Initial working pattern: Monday to Thursday 09.00am – 3.50pm Friday 09.15am – 15.00pm (with 30mins lunch)**

**Working weeks per year: 40wpa to include Inset Days**

### Part time posts

Pro-rated holiday entitlement for this post is: 5.8 weeks per annum.

The successful candidate will work during each week of term time including/excluding non-pupil days.

Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time.

### Pay

This post is paid on Pay Scale 4. The full time pay range for this Scale is £22,369.00 to £22,777.00 per year and so the actual salary range for this part-time post will be £16,239.00 to £16,535.00 per year. These figures include the holiday pay entitlement for someone with less than five years' continuous service, as specified by the Essex County Council Modification Order. Employees are paid in twelve equal monthly payments per year.

### Probation

All support staff new to employment with the SEAX Trust will be required to satisfactorily complete a six month probationary period.



## 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 963001**

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