



Application Pack and Job Description
Newton Abbot College
Learning Coach



Newton Abbot College

Learning Coach

19-28 hours per week, term time only

Temporary until 31st July 2025

We are seeking to appoint an outstanding individual with drive, enthusiasm and an ambition to assist in the development of the SEND Team provision across Newton Abbot College. You will work closely with the Associate Senior Leader: SENDCo, Assistant SENDCo's and other key staff to support the needs of targeted groups of students with their learning skills. The role will involve working collaboratively with colleagues to achieve the college's objectives.

The successful candidate will be a passionate, proactive and positive individual, who is patient, resilient and student-focused. They will:

- Be passionate about helping students with SEND to achieve their very best
- Be committed to developing SEND provision across the college.
- Be committed to the vision and values of the college.
- Have experience of working with young people.
- Be kind, patient and flexible in their approach and a strong communicator.
- Be organised and proactive in their work and a collaborative and trustworthy team player.
- Be a positive and professional role model, demonstrating high expectations at all times, to all staff and students.

If you think you can make a difference to our students and relish the idea of joining our successful, supportive and highly motivated team then we want to hear from you!

Newton Abbot College is an over-subscribed secondary school with a growing Sixth Form that is situated in the heart of Newton Abbot, Devon. Our mission is to support, challenge and inspire every individual to be better than they ever dreamt they could be. To achieve this staff and students share the same set of values and drivers that underpin an ethos of traditional values and incredibly high expectations and a culture of high-quality teaching supported by exceptional pastoral care. Staff wellbeing and professional development are always a priority and we work hard to look after our staff and provide them with opportunities to develop their practice and, if they wish, further their careers. There is a very strong sense of community and team at Newton Abbot College; everybody looks out for one another and everybody is proud of their role; as together we grow our college from strength to strength.

Newton Abbot College (“Good” in all areas, Ofsted 2024) is part of Ivy Education Trust. We have exceptional expectations of our students and staff, and we welcome applicants who share our commitment to place student learning at the centre of everything we do. Ivy Education Trust is an inspiring place to work with staff who are dedicated to increasing opportunities, maximising outcomes and improving the life chances of all pupils. We prioritise nurturing and developing the talent of our staff; our induction programme is excellent, and all staff are involved in an innovative CPD programme. All Ivy Education Trust schools form a wider family with a vision of inspiring excellence through collaboration.

Ivy Education Trust works closely with all schools within the Trust and beyond. The Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership’s community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you would like to talk to someone about the post, please contact Joni Saunders, Assistant SENDCo, on jsaunders@nacollege.devon.sch.uk

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should be sent to recruitment@ivyeducationtrust.co.uk before the closing date stated below.

Closing date for applications is Thursday 23rd January 2025 at 09:00, interviews will be arranged once application forms have been shortlisted.

Dear applicant,

First, I would like to say a huge thank you for your interest in working at Newton Abbot College.

When I started as Headteacher in September 2021 every time I asked a member of staff what they loved about working at Newton Abbot College the reply came back the same: the staff and the students! And having been part of that team now for over three years, I completely agree with them; our staff body are friendly, caring, inspiring, diligent and collaborative. They epitomise the essence of team and I feel privileged to be part of it. And our students are kind, respectful, hard-working and take a real pride in our college community and the role that they play in it; they make me proud!

As a staff, our mission is to provide all our students with the best possible educational experience that we can; an experience that supports, challenges & inspires them to achieve their potential and develop into well rounded, kind, resilient and responsible young people, who have a deep love of learning and a curiosity about the world in which they live. We have the highest expectations and standards in all that we do; nowhere more so than in the classroom, where lessons are consistently high-quality, inspiring and engaging because all our teaching staff deliver lessons within the Newton Abbot College Lesson Framework that is based on the work of Lemov, Sherrington and Rosenshine.

Our curriculum is academically aspirational but also provides the right balance of challenge, support and personalisation to ensure every child succeeds. We ensure, both inside and outside the classroom that we maximise the opportunities we provide our students, so that they in turn can achieve beyond what they thought was possible. We do this by offering an enrichment calendar which is unrivalled in its breadth of offer and in what it has enabled our students to experience and achieve – most recently our U-14s Netball team getting through to the National Finals, and the college being awarded the ArtsMark Platinum Award.

We treat everyone in the Newton Abbot College community with care and compassion, providing a supportive and collaborative environment so together we create a strong culture and community that everyone plays a role in. It is a community that is built on our values of courage & perseverance, hard work & achievement, kindness & respect and pride & aspiration; values that we expect everybody to embrace and embody.

We offer our staff opportunities for in-house career progression, access to our Trust leadership development programme and a leadership team who always prioritise staff wellbeing. We have very strong Pastoral and Business Support teams, who together play a vital part in helping us provide our students with the best possible educational experience we can.

If you share our passion and commitment to offer the best and be the best and would like to be part of the Newton Abbot College team as together we aim to achieve our mission, then please apply; we would love to hear from you.



Amy Grashoff
Headteacher
Newton Abbot College

Job Description

Post Title: Learning Coach

School: Newton Abbot College

Working Hours: The working hours are 19 – 28 hours per week, typically worked between the core hours of Mon - Fri 08.15 – 15.05, (excluding one 30-minute break), these will be agreed upon appointment.
You will also be required to attend a meeting every half term on a Tuesday from 15:15 – 16:15 (6 meetings per year pro rata). This is included in your annual pay.

Salary Grade: Scale 3 Point 5-7. Full Time Equivalent £24,790 - £25,584 p.a pro rata.

Contract Type: Temporary until 31st July 2025

Responsible to: Head of DSEN/Assistant SENDCo

Role Description

As a member of the College's support staff, to assist in the development of the DSEN Team provision within the college by working closely with the Assistant Headteacher (SENDCo), Assistant SENDCo and other key staff to support the needs of targeted groups of students. The role will involve working collaboratively with colleagues to achieve the College's objectives.

To assist key staff with their responsibility for the development of children at the college including those who have special educational. All the duties listed below to be under the direction and supervision of key staff or designated member of the DSEN Team.

Main Duties:

- To prepare for and supervise the activities of the individual or groups of children to ensure their general safety and welfare and to facilitate their development in line with the designated duties of the post and only under the direction of the class teacher.
- To undertake activities necessary to meet the physical and emotional needs of individuals and groups of children.
- To be aware of individual student's needs and progress and report these to the classroom teacher or designated supervisor when requested or necessary.
- To assist in the planning and evaluation of educational work programmes to include participating in learning activities e.g. Literacy, Numeracy, Technology, ICT.
- To develop own effectiveness in a support role and attend training courses/events as required. (n.b. time deducted from contracted hours or paid as additional hours where necessary).
- To develop skills necessary to work effectively with special needs children.
- To carry out clerical duties linked to the post holder's duties e.g. record keeping related to students with special needs and contributing to student reviews.
- To maintain working relationships within the team.
- To assist where required in the supervision of children within contracted hours.

- To have an awareness of a child's welfare needs and the appropriate action needed to be taken.
- To assist in escorting students to and from college transport as necessary within contracted hours.
- In an emergency, to accompany a child or children to hospital or designated surgery when requested to by the Principal or designated representative. There must always be a minimum of two adults. Under no circumstances should a private vehicle be used without properly maintained relevant car insurance, including third party and personal insurance element.

Support Team:

- To support the achievement of the College's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.

Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the college.
- To follow the college's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the college as the highest priority.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the codes of conduct, regulations and policies of the college and its commitment to equal opportunities.
- To comply with the college's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by the Headteacher.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Criteria	Essential	Desirable
Qualifications		
GCSE grade C or above (or equivalent) in both English and Mathematics or willing to work towards, in both English and Mathematics	✓	
Educated to degree level		✓
Professional Experience and Knowledge		
A proven track record of working with young people		✓
Proven experience of working with children of relevant age in a learning environment		✓
Working knowledge of processes, procedures and systems within an educational environment		✓
Personal Aptitudes, Qualities and Skills		
Ability to recognise and understand the need for confidentiality	✓	
Highly motivated and enthusiastic	✓	
High professional standards	✓	
Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds	✓	
A commitment to high academic standards	✓	
The ability to motivate and enthuse students	✓	
Ability to work effectively as a member of a team	✓	
Good organisational skills	✓	
Ability to work effectively with and command the confidence of teaching staff	✓	
The ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-college and external advice and expertise where necessary	✓	
Well-developed interpersonal skills	✓	
A commitment to working to strict deadlines	✓	
Ability to plan, under appropriate supervision and guidance, or in collaboration, effective learning programmes	✓	
Ability to effectively use ICT to support learning, or to undertake training to do so	✓	
Ability to use other technology to support learning – eg video, photocopier, etc	✓	
Willingness to participate in training/development as/when identified by line manager	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	

Criteria	Essential	Desirable
Ability to demonstrate and promote good practice in line with the ethos of the College	✓	
Specific Requirements		
Suitability to work with children	✓	
A commitment to and evidence of promoting diversity and equal opportunities within a school, curriculum and in employment practice	✓	
Understanding of safeguarding issues and promoting the welfare of children and young people	✓	

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.

Why work at Newton Abbot College? Because we look after our staff.



Fairy Godmother scheme – every member of staff has an anonymous fairy godmother who leaves them messages (cards and/or gifts).



Annual flu jab offered to all staff.



Annual diary/and or planner and staff handbook for all staff to aid planning and induction.



No am briefings after a late-night whole school event.



No after school meetings in the first and last week of each half term.



In-trust career development and leadership courses; support to access the NPQ suite of courses and progression opportunities within the college's leadership structures.



Centralised detention system for non-completion of homework and behaviour that does not meet expectations.



All teaching staff receive weekly incremental coaching as their personalised CPD to develop pedagogy; no whole school one-size-fits-all approach.



Staff social events each term and staff sport sessions/running club.



PowerPoint clicker, visualiser and timer for all teaching staff to facilitate lesson delivery.



Dedicated INSET days following exam and assessment windows to allow for marking, moderation and planning.



Regular safeguarding updates to empower & protect staff.



New staff buddy system: a buddy outside the department to catch up with for support.



Transparent meetings schedule and sacrosanct line management meetings to ensure consistency of experience.



Room 101 – regular opportunities to meet with the Headteacher and talk about things you'd like to change about the college.



Laptop and tablet for teaching staff to allow for administering of ClassCharts without interrupting use of PowerPoint/other software delivering the lesson.



Late start/early finish cards x 2 for every member of staff.



SLT & coaching team open door policy.



College calendar published at the year start detailing deadlines for advance notice.



Centralised department schemes of work and shared resources.



Three cover supervisors employed to minimise rarely cover.



Only three data drops a year per key stage, staggered to ensure drops are manageable and timely.



Cake (and fruit)-at-break Fridays.



Communication strategy that protects time outside of the school day by promoting a 7am-7pm email window, core working hours, individual working patterns and no-email days.



Numerous strategies to value staff contributions e.g. colleague of the month, thank you postcards, shout-outs.

Our mission is to provide all our students with the **best educational experience** we can. We are **driven** by having **high expectations & standards** in all we do; delivering **high quality lessons** that **inspire & engage**; **maximising opportunities & outcomes**; treating all individuals with **care & compassion**; and creating a strong **culture & college community**.