

# Ivy Education Trust



**Application Pack and Job Description**  
**Newton Abbot College**  
**Learning Coach - Speech and Language**



## Newton Abbot College Learning Coach - Speech and Language Lead

We are seeking to appoint an outstanding individual with drive, passion, enthusiasm and ambition to assist in the development of our SEND provision across Newton Abbot College.

You will work closely with the Associate Senior Leader: SENDCo, Assistant SENDCo 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 passionate about helping students with SEND to achieve their very best
- Be committed to developing SEND provision across the college.
- Have experience in delivering Speech & Language interventions
- Be experienced in diagnosing S&L needs, through interactions and diagnostic screeners
- 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.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education 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.

The 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](mailto:jsaunders@nacollege.devon.sch.uk)

Application forms and further information are available from our website, [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk) or via email to [people@ivyeducationtrust.co.uk](mailto:people@ivyeducationtrust.co.uk).

Completed application forms should be sent to [people@ivyeducationtrust.co.uk](mailto:people@ivyeducationtrust.co.uk) before the closing date stated below.

Closing date for applications is Monday 20<sup>th</sup> March 2023 at 09:00, interviews will be the same week.

# Job Description

Job Title:	Learning Coach – Speech and Language
Location:	Newton Abbot College
Responsible to:	Associate Senior Leader: SENDCo/Assistant SENDCo
Salary:	Scale 4 Point 7-12 (Full Time Equivalent £22,369 p.a pro rata). Actual starting salary £19,156 p.a pro rata.
Working hours:	The working hours are 37 hours per week, Mon - Thurs 08:00 – 16:00, Fri 08:00 – 15:30 (including a 30 min unpaid break) for 39 weeks a year.
Contract:	Permanent
Start Date:	As soon as possible

## Key purpose of job:

- As a member of the College's support staff, to assist in the development of the SEND Team provision within the college by working closely with the Associate Senior Leader: 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 SEND Team.

## Main Duties:

- To plan the delivery of intervention programmes for identified students who have Speech and Language difficulties, with the support of the Assistant SENDCo and other Learning Coach Co-ordinators
- Identify those who have Speech and Language needs and require additional support via discussions within the SEND Team, student support and other team meetings
- To assist in liaison with parents, staff and external agencies to ensure appropriate support is in place
- To support in the monitoring and reviewing of the progress of the students, and regularly provide feedback to other key professional
- To undertake activities necessary to meet the Speech and Language needs of individuals and groups of children
- To provide 1:1 sessions for students who have deeper Speech and Language needs, tailored to the individual need of the student
- To provide small group sessions to support the language needs of students who might benefit from a group setting to explore together their needs
- To be aware of individual student's worries and concerns, and report these to the classroom teacher or key adults, when requested or necessary
- To support students who present with learning /behaviour needs by shadowing them for a period of time to assess their classroom behaviour and writing reports to feedback for key staff
- To attend training courses as required, to support you in your role and to feedback to the SEND Team
- To support students in class who have additional needs

## 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:

- To follow the college's ICT policy for the 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.
- 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 your 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
<b>Qualifications</b>		
GCSE grade C or above (or equivalent) in both English and Mathematics	✓	
Educated to degree level		✓
<b>Professional Experience and Knowledge</b>		
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		✓
<b>Personal Aptitudes, Qualities and Skills</b>		
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	✓	
Ability to demonstrate and promote good practice in line with the ethos of the College	✓	
<b>Specific Requirements</b>		

Criteria	Essential	Desirable
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.