Part of the Ted Wragg TRUST

Exmouth Community College

Learning Mentor

Our Vision is to enable our students to **flourish** through our core values of **Belonging, Ambition** and **Responsibility.**







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Key Details

Salary Grade B - SCP 4
Actual salary £17,678.02

Hours 30 hrs a wk / 38 wks a yr
Monday to Friday 8.30am – 3.00pm
(inc. 30 minute unpaid break)

Closing date 29th November 2026

Location Exmouth, Devon

Required from January 2027

Interviews W/C 7th Dec 2026

How to apply

For an informal conversation about the position please contact the ECC Recruitment Team at Recruitment@exmouthcollege.devon.org

An application pack can be found at https://www.tedwraggtrust.co.uk/vacancy

We encourage early applications, as we reserve the right to close this vacancy once a suitable candidate has been identified.

ECC is part of the The Ted Wragg Trust. We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.



About Exmouth Community College

BELONGING • AMBITION • RESPONSIBILITY



Exmouth Community College is in an exciting stage of its journey. As the sole Secondary school in the beautiful coastal town of Exmouth, we are rooted in our community and dedicated to giving our students a life of opportunity and fulfilment. Our Vision is to enable our students to flourish through our core values of Belonging, Ambition and Responsibility.

We have recently joined the Ted Wragg Trust. The Trust has a very strong reputation for growing great people and place professional development of staff at the heart of all that they do.

Why join Exmouth Community College?

- A culture of high expectations based on strong relationships – we are committed to ensuring that every student receives the highest quality education. We believe that nurturing relationships are key to helping young people thrive and have, therefore, worked hard to embed our 'relational approach' over the last three years. This is enabling us to 'raise the bar' for our young people.

- A place where growth is valued – teaching is complex, challenging, and ever-evolving. We know that even the best teachers can get better, which is why we prioritise professional learning. Every member of staff receives personalised coaching and regular dedicated time out of the classroom for professional development. Our staff wholeheartedly buy into the mantra that "Every teacher needs to improve … not because they aren't good enough, but because they can be even better." – Dylan William

- Honest, collaborative, and open – We don't believe in a 'top-down' culture. Instead, we work together, modelling vulnerability and regularly sharing feedback to improve. We welcome challenge and seek out ways to refine our practice.

- Flexibility in role – We aim to support our staff in achieving a healthy work/life balance. Depending on the role, we may be able to offer a flexible full-time equivalent (FTE) arrangement by agreement.

- Part of the Ted Wragg Trust – Benefitting from stability, support, and extensive opportunities for professional development and collaboration within a network of dedicated educators.

Letter from the Headteacher



Thank you for your interest in coming to work as part of our team at Exmouth Community College. You will be joining a really friendly community of committed staff, supportive parents and brilliant young people. Still being relatively new to ECC myself, I recall very well being blown away by the warmth of the welcome that I had when I arrived and I can assure you of the same.

You will be joining the College at a really exciting time:

- We've completed a major upgrade to our site, including the £13 million Elizabeth Lee building, a new Maths and Sixth Form block, a fully refurbished Dining Facility and outdoor space, providing inspiring facilities for students.

- We've reset our School Vision and made clear strides in improving our school culture. (OFSTED 2024 - "Work has begun in earnest to put in practices to build a more sustained positive culture across the whole school. There is now positivity from staff, parents and pupils about the early impact of this work").

- We've joined the Ted Wragg Multi-Academy Trust, gaining additional support and professional opportunities for our staff.

Our focus is on delivering a high-quality curriculum and preparing students for life beyond the classroom. Staff development is a priority, and we aim to create an environment where you can thrive.

ECC has a strong sense of community, and we're committed to providing excellent education while preparing students for their future. If you're passionate about teaching and looking for a supportive environment, we'd love to hear from you.

I hope you find this information helpful, and please explore our website to learn more. Thank you for considering your application.
Warm wishes,

Tom Inman



Headteacher

Learning Mentor
Job Description

Intro to the Learning Support

The Learning Support team consists of approximately 25 Learning Mentors, supporting students across the curriculum. The team is managed by Assistant SENDCos, with smaller groups being managed on a day-to-day basis by Senior Learning Mentors. We are seeking a Learning Mentor who would be committed to the College and supporting our students. If you have experience of working with children with special educational needs and disabilities (SEND), or you are looking for a career in support we would be pleased to hear from you.

Learning Mentors are used in a variety of ways such as supporting students both in and out of the classroom and facilitating academic progress across all key stages. The post holder is required to be flexible (within normal working hours) and may be asked to do such things as facilitate small group work or support individual students.

Key Responsibilities

To work under direct supervision/instruction to support access to learning by:

- Attending to the welfare and personal care of students, including those with special educational needs and disabilities
- Working with small groups or one to one
- Provide support across the College to KS3, KS4 and KS5 students

<u>Support the teacher by:</u>

- Being aware of students' progress/achievement/difficulties and reporting these to the teacher
- Undertaking student record keeping as requested
- Being aware of/working within planned learning activities
- Occasional contribution to planning e.g. for individual students
- Working with the teacher in managing student behaviour and reporting difficulties as appropriate
- Administering routine tests/exams

<u>Supporting students by:</u>

- Supervising and providing support for students, including those with special needs and disabilities, ensuring their safety and access to learning
- Attending to the students personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Establishing good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Promoting the inclusion and acceptance of all students
- Encouraging students to interact with others and to engage in activities led by the teacher
- Promote students to act independently.

Learning Mentor
Job Description

Key Responsibilities

Support the curriculum by:

- Supporting students to follow and understand instructions
- Supporting students in respect of local and national learning strategies as directed by the teacher
- Supporting students using ICT as directed
-

Support the College by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Ensuring all students have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the college
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Accompanying teaching staff and students on visits, trips and out of college activities as required
- Assist with lunchtime supervision of students when required.
- Any other duties commensurate to the post.

Working conditions

The college is located on a large split-site. Walking between classrooms in all weather conditions is required.
Physical demands are light. Involves walking or standing to a significant degree, exerting negligible amount of force to move objects.

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

Person Specification

Attributes	Essential	Desirable
Qualifications		
GCSE English and Maths at Grade 5 (C) / Level 2 qualification or above, or equivalent training / experience	X	
Teaching Assistant qualification e.g. Supporting Teaching and Learning in Schools Certificate	X	
Experience		
Proven experience of working with or caring for students with SEND		X
Working with children of relevant age (11-19) in a learning environment	X	
Skills and Knowledge		
Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach	X	
Ability to work actively, productively and flexibly as part of a team	X	
Confident user of ICT, including Microsoft Office packages	X	
Excellent written skills and ability to communicate clearly with people at all levels in a professional and sensitive manner	X	
Awareness and understanding of data protection and confidentiality	X	

Person Specification

Understanding of learning environment in which schools operate, including health and social issues and child development	**X**	
Understanding of classroom roles and responsibilities and understand own position within these	**X**	
Personal Qualities		
Ability to relate well to children, young people and adults	**X**	
Proactively generate positive working relationships and inspire, support and energise others to achieve a common purpose	**X**	
Adaptable, flexible and creative	**X**	
Enthusiastic and motivated	**X**	
Problem solver, analytic and strategic thinker	**X**	







Part of the Ted Wragg TRUST

Thank you for your interest in working at ECC





