



Learning Mentor

(maternity cover)

Application Pack



Archway School

Paganhill
Stroud
Gloucestershire GL5 4AX

www.archwayschool.net

Archway School • Paganhill • Stroud
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Tel 01453 763242
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www.archwayschool.net
Headteacher: Kieron Smith



May 2022

Dear Candidate

Thank you for taking the time to download and read this application pack.

I am delighted that you are considering applying for a position at Archway School. Our school is situated in the heart of Stroud, Gloucestershire, which was named the UK's best place to live in the Sunday Times 2021 listing. At Archway School you will find a forward thinking and fully supportive team of staff who are passionate about improving the opportunities for all students.

We would be delighted to receive your application.

Yours faithfully

Kieron Smith
Headteacher



Archway School and its Surrounding Area

Archway is a maintained, co-educational comprehensive school for students aged between 11 and 18 years old. We currently have 914 students on the roll, of whom 129 are in Sixth Form.

Our Current Situation

Archway was visited by a team of Ofsted inspectors in March 2022 and the school was graded “Good” in all five categories, with an overall effectiveness grade of “Good”. The inspectors recognised the significant progress that had been made in a number of areas since the previous inspection in 2018.

The outcomes for students have reflected the improvement the school has made over the last few years. Progress 8 figures continue to be on a steady upward curve and our Sixth Form has consistently shown value added.

Our school is inclusive and comprehensive and we welcome students from all backgrounds and of all abilities. We work with students who have a variety of needs including social, emotional and mental health. We currently have over 20 students on roll with an Educational Health Care Plan (EHCP). All students at Archway have the opportunity to follow all National Curriculum subjects in line with their peers. Our school is committed to ensuring that students with SEND make progress in line with all other students. This role involves being part of the team of staff providing additional support for students who need specialist intervention to allow them to achieve their full potential. You will be working in association with our existing Student Support Worker.

Other Secondary Provision

Within the Stroud area there are two other 11-16 comprehensives, Sir Thomas Keble and Maidenhill School, and we also have two selective grammar schools, Stroud High School and Marling. There is also a private school, Wycliffe College, and a UTC at Berkeley which offers places to students in years 10-13. Each of the grammar schools has a co-educational Sixth Form with other post-16 provision offered at SGS College in Stroud and Cirencester Sixth Form College.

The Stroud Area

Stroud is a market town situated in the centre of Gloucestershire, deep within beautiful limestone valleys and amongst the glorious scenery of the Cotswolds Area of Outstanding Natural Beauty. It has good transport links with direct train services to London and easy access to both the M5 and M4 motorways.

Stroud is well known for its vibrant mix of artists and crafts people as well as the multi-award-winning Stroud Farmers’ Market. Throughout the year there are arts festivals, craft trails and workshops. The area has some major employers, particularly in the field of engineering including Renishaw, Delphi and Schlumberger as well as the energy company Ecotricity. The nearby city of Gloucester and Cheltenham also offer a range of employment opportunities.

Stroud offers excellent walking for all abilities and a stroll along the Cotswolds Canals that run through the heart of our town is a fascinating journey along a secret corridor of wildlife and history.

Job Description for Learning Mentor



Job Title: Student Support Worker	Grade 6 Salary Range Pts 15-20 £23,953 - £26,446 per annum, pro rata
Work Location: School Based	Conditions: 36 hours per week, term time only + inset (equivalent to 39 weeks)

The Learning Mentor will work across year groups and liaise closely with the following external agencies – this list is not exhaustive. The post will form part of the school's intervention team.

Alternative Provision School
School Nurse
Children and Adolescent Mental Health Services (CAMHS)
Virtual School
Advisory Teaching Service
Hospital Educational Services
Social Services
School Inclusion Team
Teens in Crisis
Families First
Multi Agency Safeguarding Hub (MASH)
Gloucestershire Drug and Alcohol Service (GDAS)

Job purpose

- To work with vulnerable students in and out of the classroom
- To identify and remove barriers to learning
- To help raise students' self-esteem, expectations, achievements and standards
- To be a role model

Main duties and responsibilities

- To provide support for individuals and groups of students and identify barriers to learning and implement interventions to reduce these by setting achievable targets and goals for students.
- To work with a range of students but give priority to those identified as having the greatest need, especially those experiencing multiple disadvantages.
- To plan and develop life skills programmes for vulnerable students targeting specific areas of need.
- To respond to emergency incidents
- To investigate incidents, by organising discussions with children involved and with their parents and carers as necessary.
- To provide the Line Manager with written reports on students where required
- To provide support for new students admitted to school
- To be accessible to students during some breaks, lunchtimes and after school
- To maintain links with home where deemed appropriate and work directly with parents/carers in supporting their child's development to support improved achievement
- To attend review meetings where necessary
- To work independently and on own initiative to make decisions involving students and to work with other mentors and members of staff in the best interests of students
- To communicate, collate, and maintain records regarding circumstances, abilities and needs of individual students.
- To monitor the attendance and punctuality of vulnerable students, plan and implement a programme of support
- To promote effective transition.

- To actively seek knowledge and information about the range of activities, course opportunities, organisations and individuals that could be drawn upon or signposted as additional resources to work with young people.

Supervisory Responsibility

- None

Supervision Received

- Head of Learning Support

Health and Safety

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Archway School operates a No Smoking policy.

Special Conditions

Term time only plus one week for Inset/Twilight/Department Meetings

Leave to be taken when school is not in session

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Archway School is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an enhanced DBS check.

Person Specification for Learning Mentor



Qualifications	Essential	Desirable	Assessment
<p>Educated to GCSE Grade 4 or equivalent in English & Maths</p> <p>Plus one of the following:</p> <ul style="list-style-type: none"> A formal relevant professional qualification (e.g. Teacher, Social Worker, Nurse) NVQ Level 3 or above in a relevant child care or educational support subject National BTEC in a relevant child care or educational support subject City and Guilds qualification in a relevant child care or educational support subject provided the holder also has 3 years relevant experience NNEB Diploma 	✓		<ul style="list-style-type: none"> Application form Original certificates
Educated to degree level		✓	
Child Protection Level 3 qualification		✓	
First Aid qualification		✓	

Experience	Essential	Desirable	Assessment
Previous experience working in a secondary school as a qualified TA	✓		<ul style="list-style-type: none"> Application form and letter Interview
A demonstrable record of personal / professional development	✓		
Experience working with challenging students in Key Stage 3 and 4		✓	

Aptitude and Abilities	Essential	Desirable	Assessment
IT literate	✓		<ul style="list-style-type: none"> Application form and letter Interview References
Good organisational/administrative skills	✓		
Ability to work independently	✓		
Good time management	✓		
Good team working skills	✓		
Excellent interpersonal and communication skills	✓		
Enthusiastic and motivated	✓		

Disposition / Attitude / Motivation	Essential	Desirable	Assessment
Reliable	✓		<ul style="list-style-type: none"> Application form Interview References
Consistent	✓		
Conscientious	✓		
Discreet	✓		
Patient	✓		

Application Process

All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

TO APPLY:

All applicants should submit the following 2 documents via email to vacancies@archwayschool.net by no later than midnight on the closing date of **Sunday 12 June 2022**. Please do NOT send in CVs or other supporting documents, as these are not accepted and will not be considered. Applications must be submitted in either Word or PDF format.

1. Completed Application Form

Applicants must complete our school application form.

This is available by visiting our school website www.archwayschool.net and clicking the “staff & governance” tab, then “vacancies” link. Please then click on the Learning Mentor vacancy link, which will take applicants to eTeach. Applicants can then click the “apply” button to create an account with eTeach and access the application form.

2. Formal Letter of Application

A formal letter of application should also be submitted. This should be no more than two sides of A4 (size 10 - 12 font).

Please explain why you are applying for the position and how your experience, personal qualities and skills help to make you a suitable candidate. It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum. This will help us decide whether to invite you to the next stage of the selection process.

Selection Process

- All applications will be acknowledged by email. If you do not receive an acknowledgment, please contact Hazel Morgan, Business Manager, on 01453 763242.
- Applications will be ranked against the person specification for the role.
- Interview date is to be confirmed.
- Prior to the interview date referees will be contacted to request references on all shortlisted candidates, where candidates have given us permission to do so.
- Please note we are unable to provide feedback to applicants who are not shortlisted for interview.

Further Information

Applicants who require further information should contact Hazel Morgan, Business Manager, on 01453 763242 or via email at vacancies@archwayschool.net

