



# Seahaven Academy

The best in everyone™

Part of United Learning

## Learning Mentor, Transition & Learning Support Job pack

**March 2024**

Application Pack and information for candidates



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## **Message from the Principal**

Thank you for your interest in coming to join us at Seahaven Academy. This is a really great time to become part of our community as we continue on our journey from 'good' to 'exceptional' after our second Ofsted inspection as an academy. We are a school with a proud history as part of our local community, but also one which is very firmly looking to the future and setting our sights on being not just a good school, but an exceptional school for the students in the Newhaven area.

Since becoming an academy, the students, staff, governors and parents have worked tirelessly to make Seahaven what we want for our students: a safe place to learn and succeed beyond all expectations. At Seahaven Academy we take safeguarding extremely seriously in all aspects of our school life and make excellent behaviour a priority in our school, committing to providing 'disruption-free learning' for all students. We believe that it is essential to take back those wasted moments staff spend on dealing with low level disruption and ensuring they are spent on teaching instead. We make no apologies for our no-nonsense approaches and strict routines, but instead combine these with the best pastoral care and support students could receive through our dedicated staff supporting every aspect of our students' school life. Teaching and Learning is what we live, sleep and breathe at Seahaven. We believe that learning takes place both inside and outside the classroom and will always go 'the extra mile' to do whatever we can to allow our students to be successful, but without compromising our very high standards.

Sounds too good to be true? Come and take a look! We aren't perfect, but we aim to be. We know where we are heading and we are aiming to get there with an enduring positivity and enthusiasm for our work. We understand that a good work-life balance is a key factor in getting the best from everyone, and have staff focusing on solving problems and embracing challenge. Staff morale is very high and we are a proud 'no-moaning' school. If you like the sound of our mission to transform the futures of all our students, then Seahaven may well be the team for you to join.

## **Introduction to United Learning**

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out 'the best in everyone' – students, staff, parents and the wider community. Uniquely, our Group includes significant numbers of schools in both the public and the private sectors, working together for mutual benefit.

We provide a broad education, which prepares young people to progress in learning and to make a success of their lives. We focus sharply on the evidence of what makes it more likely that young people will progress and succeed, apply that to our practice and continue to learn and develop our schools. We make it a priority to provide teachers with excellent professional support and development, so that every child receives an excellent experience.

Through being a group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. Already, we believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.

Further information about United Learning is available at [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

## Seahaven Academy

Seahaven Academy is an 11-16 school serving the community of Newhaven and surrounding areas. Following an inspection by Ofsted in November 2021, the school has again been judged as 'good' in all areas. The school has a spectacular position in very modern buildings above the coast, within easy reach of Eastbourne, Brighton and Lewes. Newhaven has the benefit of good bus and train services from surrounding areas directly to and from the town.

**At Seahaven Academy we have a very simple ethos: be ambitious, be determined, be the best! We have very high expectations of our students and of ourselves and are proud to be committed to fulfilling the United Learning mission of bringing out 'the best in everyone'.**

Our school is a vibrant yet calm environment in which students can fulfil their ambitions. We ensure that classes are disruption-free so that learning time is not wasted. We ensure students have every opportunity to be supported and extended when they most need it. We place a huge emphasis on literacy as the key to the wider curriculum. We enthuse, encourage, motivate, convince and cajole our students to be the best they can be. We underpin all our work with the very best student support and pastoral care. Seahaven Academy is a school with big ambitions and very high expectations. We expect our students to be leaders and drivers in our pursuit of excellence.

## The Role

Why join our SEND team?

Working in our school is more than a job, you get to make a difference in our students' lives. For some of our students their home lives can be difficult or in crisis and what we can offer is stability, staff that care and are passionate about making our students lives better. Working in our school is both rewarding and fulfilling, there can be moments of frustration but the good always far outweighs the bad and if you can make a student smile that is having a really difficult time, or give them clarity when they don't understand, then you know the impact you have made.

This role will be part of a dedicated team to provide support to students to achieve their best possible outcomes, this can include in class support or providing learning activities for individuals or small groups of students.

If you are considering a teaching post then this role can give you the opportunity to experience a Secondary School, there can be the option to teach a cover class. United Teaching can offer you next steps into teaching.

If you want the satisfaction of knowing that you have made a student's day better by supporting them then come join us.

The successful candidate can be sure of working with a team of extremely dedicated staff in a very motivating, forward-thinking environment. The school is committed to providing exceptional CPD at all levels.

We reserve the right to close this vacancy early if a suitable candidate is found.

## About You

The successful candidates must...

- Have the highest expectations and standards
- Be flexible and resilient with an unrelenting 'can do' attitude
- Have excellent communication skills
- Be able to work as part of a team or stand-alone
- Have the ability to be a good role model to young people
- Be able to manage work load and prioritise effectively
- Be committed to the importance of education
- Be committed to personal and professional development

## What makes Seahaven Academy a great place to work?

- A continuously improving school with a passion for high expectations and high standards in all we do.
- Staff that are 100% committed to the school and students, that provide support and expertise to colleagues, with a very high staff morale.
- Strong leadership at all levels to support and challenge. “Staff are very positive about the leadership and management of the school. They say their workload is well supported through sharing resources and working cooperatively. Staff feel their professional needs are addressed very well. They are proud to work at the school”. (Ofsted, 2021)
- A robust behaviour system that enables teachers to provide “disruption- free learning” and gives students the ability to fulfil their potential.
- A focus on improving literacy and numeracy which enables students to achieve in all of their subjects through greater opportunities to develop these essential skills.
- The most fantastic location with incredible sea views and stunning sun rises, with both train and bus links providing an easy commute to the school
- A rapidly growing school where we are the first choice not only from Newhaven but surrounding areas, providing an excellent education for all of our students.
- Excellent ongoing CPD and career development across Seahaven Academy and United Learning
- Up to 9 INSET days per year, dedicated to subject knowledge development and planning/resource development
- Disruption free learning and a ‘warm-strict’ behaviour system
- A feedback policy focused on whole class feedback – no onerous marking policies

## Benefits

Working at United Learning and Seahaven Academy offers you an exciting array of benefits.

- An unrivalled opportunity to make a difference to a school and its community
- The opportunity to work with the fastest growing academy group in the country
- Excellent links with colleagues in local schools, the Local Authority and external agencies
- Collaborative planning with centralized, shared units of work and resources
- A great working environment with high staff morale and a strong sense of community
- United Learning payscale that is higher than the maintained sector
- A contributory pension scheme relevant to your role (including access to Teacher and Local Government Pension Schemes)
- Occupational sick pay

- United Learning has teamed up with Perkbox to offer you over 250 exclusive benefits, all through their easy-to-access platform and mobile app. Featuring a huge range of perks, from discounted cinema tickets and holidays, to money off meals out at restaurants and savings on food, gym memberships, technology and clothes shopping. They also offer salary sacrifice schemes such as Childcare Vouchers and Cycle to Work - which offer tax and NI savings on new bikes and nursery care. Visit [United Learning Careers > Why United Learning?](#)
- Staff wellbeing supported with an Employee Assistance Programme available to all staff and Mental Health First Aid trained on site staff

# Ofsted Report



Inspection of Seahaven Academy  
Haven Way, Newhaven BN9 9TD

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Inspection dates: 10 and 11 November 2021

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**Overall effectiveness** **Good**

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The quality of education **Good**

Behaviour and attitudes **Good**

Personal development **Good**

Leadership and management **Good**

Previous inspection grade **Good**

## What is it like to attend this school?

Pupils benefit from an academic and challenging curriculum and strong pastoral care to help them achieve positive outcomes. The curriculum is designed to provide all pupils with skills and experiences that prepare them well for life in modern Britain.

Pupils like school. They are happy to be part of an ambitious and determined community. They value the broad extra-curricular offer. Visits to Tide Mills and Glyndebourne Opera have helped them better value their local community.

The school provides a calm and welcoming learning environment. Pupils appreciate it when their tutors read to them. They eagerly discuss social and moral issues arising from these stories. Year 11 pupils relish their weekly poetry workshops.

Pupils feel safe and they are safe. They respect themselves and other people. Pupils with special educational needs and/or disabilities (SEND) are fully integrated. The school is committed to raising aspirations and bringing out 'the best in everyone'.

Behaviour in class and around school is good. Bullying is rare and, when it does happen, it is dealt with quickly. Pupils' career aspirations are well supported. Links with post-16 providers are very strong. This ensures that nearly all pupils continue their education when they leave school.

**Full report can be accessed [Seahaven Academy > About Us > Ofsted](#)**



## **Job Description for Learning Mentor, Transition & Learning Support**

**Job Title: Learning Mentor, Transition & Learning Support**

**Reporting to: Assistant SENCo**

### **Role Purpose:**

- To provide support for students, the teachers and the school in order to raise standards of achievement for all students (e.g. SEN, EAL, and all underachieving groups, but with a particular focus on Pupil Premium students), by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life
- Under an agreed system of supervision: take a lead role within the school to address the needs of students who need particular help to overcome barriers.
- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups and monitoring students and assessing, recording and reporting on student's achievement, progress and development.

### **Role Tasks:**

- Play a key role in establishing and developing support provision to maximise students achievement eg. The Bridge and Aspire. This will involve timetabling and managing staff to secure effective provision.
- Act as a key worker for tier 3 and 4 students and be part of the action planning, reviewing and communication process to ensure effective provision and outcomes.
- To liaise regularly and effectively with parents and carers, recognising their roles in pupils' learning, including attendance at parents evenings as required and being part of the action plan review process.
- Share good practice through staff training and CPD to enhance the skills base of the whole team.
- To support pupils' learning and to contribute effectively and with confidence to the classes in which you are involved
- To understand the aims, content, teaching strategies and outcomes for lessons in which you are involved and the place of these in the related teaching programme
- To advance pupils' learning in a range of classroom settings and on school visits, including working with individuals and small groups
- To use ICT to advance pupils' learning, and use common ICT tools for personal and pupils' benefit

- To adopt a range of strategies, in line with the schools' policy and procedures, to establish a purposeful learning environment and to promote good behaviour
- To demonstrate and promote the positive values, attitudes and behaviour you expect from the pupils you work with
- To monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn
- To have high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational achievement
- To use clearly structured teaching and learning activities, to interest and motivate pupils and advance their learning
- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners
- To work collaboratively with colleagues, knowing when to seek help and advice
- To contribute effectively to teachers' planning and preparation of lessons
- Working within a framework set by the teacher, to plan your role in lessons including how to provide feedback to pupils and colleagues on pupils' learning and behaviour
- To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests
- To contribute to planning for and work with Primary schools as part of our extended schools programme
- To contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures
- To support teachers in evaluating pupils' progress through a range of assessment activities
- To monitor pupils' responses to learning tasks and modify your approach accordingly
- To contribute to maintaining and analysing records of pupils' progress
- To promote and support the inclusion of all pupils in the learning activities in which they are involved
- Where relevant, to guide the work of other adults supporting teaching and learning in the classroom
- To recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures
- To organise and manage safely the learning activities, the physical teaching space and resources for which responsibility has been assigned
- To improve own practice, including through observation, evaluation and discussion with colleagues.
- To provide cover for whole classes under a system of supervision, this is optional if looking for experience to progress to Teacher Training
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.

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

The Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants for people working with children and vulnerable adults will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance for this authority.

## Person Specification for Support staff role

Qualifications/Development	Essential	Desirable
Level 2 qualification in English and Maths (i.e. GCSE grade C or above)	✓	
NVQ Level 2/3 in Supporting Teaching and Learning		✓

Experience	Essential	Desirable
Knowledge of the legal definition of Special Educational Needs (SEN), and familiarity with the guidance about meeting SEN given in the SEN Code of Practice		✓
Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour		✓
Knowledge of the key factors that affect the way pupils learn		✓
Experience of working as a Teaching Assistant or equivalent experience of working with children or young people		✓
Experience of using ICT to advance pupils' learning, and experience of using common ICT tools for own and pupils' benefit		✓
Experience of working in a range of settings or with more than one year group		✓

Skills and Ability	Essential	Desirable
The ability to contribute effectively to teachers' planning and preparation of lessons		✓
The ability to plan and deliver key interventions to small groups including those with SEN and Pupil Premium students		✓
The ability to plan own role in lessons including how feedback will be provided to pupils and colleagues on pupils' learning and behaviour		✓
The ability to contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests		✓
The ability to support teachers in evaluating pupils' progress through a range of assessment activities		✓
The ability to monitor pupils' responses to learning and modify approach accordingly		✓
The ability to contribute to the maintenance and analysis of records of pupils' progress		✓
The ability to communicate effectively and sensitively with pupils to support their learning		✓
The ability to liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning		✓

The ability to recognise and respond effectively to equal opportunities issues as they arise		✓
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<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
A can- do, relentlessly positive attitude	✓	
A commitment to comprehensive, inclusive education	✓	
A desire to make a significant positive impact on our students' lives	✓	
An eye for detail and expectations of the highest standards	✓	
The ability to work collaboratively with colleagues as part of the TA team and The Academy team	✓	
The ability to self- reflect, accept constructive criticism and constantly develop new skills both personally and professionally	✓	

<b>Commitment and other requirements</b>	<b>Essential</b>	<b>Desirable</b>
The motivation to work with children and young people	✓	
A commitment to Child Protection, Confidentiality, Health & Safety and safeguarding the welfare of all children.	✓	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
The emotional resilience to work with students and staff in a sometimes intense/ challenging but rewarding educational environment	✓	
A commitment to attend appropriate training and development	✓	
The ability to demonstrate a commitment to the principles of diversity and equality	✓	

## Terms of Service

### Location

The role is based in Seahaven Academy, Newhaven, East Sussex.

### Term

This appointment is based on full time (37.5 hours per week), term time only, permanent employment to start as soon as possible.

### Salary

The starting Salary for this post is based on the full time equivalent of £23,400 pa. This is a term time only contract and the actual pro-rata'd salary would be £20,191.50 pa.

### Pension

All staff will automatically be placed into the relevant pension scheme if appointed. If you do not wish to pay pension contributions you can opt out and re-opt in at a later stage if necessary.

### Probation

Successful candidates will have a 6 months probation period, this supports new staff into their role. Staff will receive formal probationary reviews during this time. Appointments will be confirmed when this period has been completed satisfactorily.

### Important Dates for Recruitment Process

Deadline for receipt of application	1 <sup>st</sup> March 2024	Contact for queries – <a href="mailto:HR@seahavenacademy.org.uk">HR@seahavenacademy.org.uk</a>
Shortlisting will be on	w/c 4 <sup>th</sup> March 2024	
Shortlisted applicants to be contacted by	Phone call/email	
Interviews on	Ongoing basis	

### Performance Management Reviews (Performance Development and Review)

The performance management cycle for all staff runs from September to September each year.

### Pre-employment Checks

All offers of employment are conditional subject to the following pre-employment checks

- enhanced DBS checks
- health checks
- obtaining two satisfactory references including one from a recent employer
- overseas checks where necessary – this would require obtaining a Certificate of Good Conduct from the country and potentially a Letter of Professional Standing

- all qualification certificates appropriate to the role - teachers will be required to show proof of teaching qualifications (i.e. QTS, degree, NPQH and other certificates) and Support Staff will be required to provide certificates of qualifications required for the role.
- proof of eligibility to work in the UK
- prohibition from management checks for any leadership posts

### **Safeguarding Children**

It is the responsibility of all adults working in the education service to safeguard and promote the welfare of young people and children. At Seahaven Academy our promise is to provide a safe environment for children and young people to learn by preventing unsuitable people working in the school. We are committed to ensuring that we are compliant with all of the necessary statutory provisions in order to make our promise a reality and expect all staff and volunteers to share this commitment.

Seahaven Academy operates a safer recruitment and child protection policy which can be found on the school website [www.seahavenacademy.org.uk](http://www.seahavenacademy.org.uk) or can be provided on request. Our policies provide clarification about the frameworks and effective application and review of the practices that we adopt. All successful applicants will be required to have an enhanced DBS and will be subject to List 99 checks before working with children unsupervised.

### **Travelling Expenses**

Candidates invited to interview who do not live in the south east region (travelling over 100 miles) can claim for reimbursement of reasonable travelling expenses to the interview, up to a maximum of £50 per return journey.

### **Feedback**

Candidates are asked to note that Seahaven Academy is unable to provide feedback on applications at long-listing or short-listing stage. We can provide feedback at interview stage on request.

## **Diversity and Inclusion**

No employee or job applicant will receive less favourable treatment on the grounds of age, colour, disability, ethnic (or national) origin, gender, marital status, political opinion, religious belief, sexual orientation, trade union activity or any other irrelevant factor, or be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

### **Disability**

Applications from people covered by the Disability Discrimination Act 1995 are welcome. Any disabled applicant who meets the minimum selection criteria will automatically progress to the next stage of the recruitment process, which may be an assessment or interview.

By 'minimum selection criteria' we mean that you must provide us with evidence in your application form that you meet the level of competence required for the qualifications, knowledge, skills or experience defined as essential. If you have any questions please do not hesitate to contact us.

The term disability is defined in the Disability Discrimination Act 1995 as a physical or mental impairment which has a substantial and long-term effect (that has lasted or is likely to last for a period of twelve months or more) on the ability to carry out normal day-to-day activities.

If you think you have a disability but are unsure, then you may wish to consult your doctor before completing the relevant section on the application form.

Where a disability is declared we will make all reasonable adjustments to accommodate your needs. A false declaration of a disability to obtain a guaranteed interview, which results in employment, may invalidate your contract of employment. The selectors and assessors will not have access to the information provided.

### **The Rooney Rule**

Seahaven Academy uses the Rooney Rule and encourages applications from all ethnicities to join our school and community.

### **Nationality**

This vacancy is open to United Kingdom, European Economic Area or Commonwealth nationals, provided you have the right to live and work in the UK under normal immigration rules.

### **Staff Wellbeing**

Seahaven Academy is committed to supporting staff wellbeing, with on site Mental Health First Aid (MHFA) trained staff and an Employee Assistance Programme available to all staff. Resources are available to manage workload, physical and mental health



**Data Protection**

Seahaven Academy will record the information given for the purposes of recruitment and selection monitoring. The information will be processed for the purposes of HR administration, statistical evaluation and in some cases for local and national government returns.

Further Information about Seahaven Academy can be found at [www.seahavenacademy.org.uk](http://www.seahavenacademy.org.uk).

## How to Apply

Ensure that you read all of the guidance provided before completing the application.

Please note we DO NOT accept curriculum vitae as the sole means of application as they do not contain all of the necessary information we require.

When applying for a role it is important that you demonstrate how your skills, knowledge and experience match the person specification. You will be given the opportunity to provide examples in the personal statement section of the application form. **Applicants who do not give specific examples will not be short listed for an interview.**

**We cannot accept applications with missing information.**

To help us monitor equal opportunities please complete the Equal Opportunities section on the online application process. Completion of the Equal Opportunities information is not compulsory, however, it will be used for confidential statistical monitoring purposes to inform equal opportunities and outcomes for all of our staff. The information will not be available to those involved in the selection process and will make no difference to how the application is treated.

All jobs advertised externally will be posted through the United Learning website. The link is provided in the job advertisement and Seahaven Academy website. **All applications should be completed online via the school website located under Staff vacancies**, should you experience any difficulties to complete this, please contact HR at [HR@seahavenacademy.org.uk](mailto:HR@seahavenacademy.org.uk).