



Exmouth  
Community  
College  
Academy Trust

## *Recruitment Information & Job Pack*

# LEARNING MENTOR

Permanent

NJC Grade B

**Closing Date:** Wednesday 28 September 2022 at 10.00am

**Interview Date:** Tuesday 4 October 2022

# Letter from the Principal



Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for you to join our College and work with highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. We are a hardworking, dedicated and supportive learning community.

The College is committed to recruiting the very best staff for our young people and as a result I have the pleasure of working alongside a fantastic team of both teachers and support staff. Staff at the College work hard and set high standards for our students and ourselves. Consequently, the College is a stimulating place to work and the professionalism of staff here ensures that the College is constantly moving forward.

In terms of student outcomes, at both GCSE and Post 16 we have been delighted with our continued improvements in this area following a major revamp of our curriculum at GCSE. Equally, we are proud of the work that has been done to keep everyone safe during Covid alongside continuing to provide a high quality education for our students. This work was recognised by OfSTED during a recent monitoring inspection. We have implemented a range of changes to further improve outcomes such as re-sequencing our curriculum offer, introducing a totally new approach to assessment and reporting and moving to a coaching model for staff development based on Tom Sherrington's Walk Thru programme. We are sure that with our excellent staff, both teaching and non-teaching, we will continue to provide a great education for the students within our community.

If you are looking for a College which is completely focussed on ensuring consistently great learning experiences for our young people, both in and out of the classroom, investing in your well-being and professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of why we are so proud of this dynamic College: [www.exmouthcollege.devon.sch.uk](http://www.exmouthcollege.devon.sch.uk)

Having myself only joined Exmouth Community College in September 2017, I recognise that much time and thought goes into preparing an application which I thank you for in advance and we, in turn, will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Andrew Davis'.

Andrew Davis  
Principal

## The School

*"Pupils follow a broad curriculum. Pupils and parents appreciate the breadth of choice the school offers at GCSE and in the sixth form."*

**Ofsted 2020**

Exmouth Community College is one of the largest secondary schools in the country with 2,250 students currently enrolled (over 300 of these in Post 16). The College, which converted to Academy status in April 2011, is set in a leafy split-site location.

Our catchment area extends northwards towards Exeter city boundary and eastwards to include Budleigh Salterton and many attractive rural villages. The College embraces working as part of the community and has strong local partnerships.

The College's mission is to provide a positive, enjoyable and structured approach to learning, where success is rewarded and students' individual aptitudes are given the chance to develop. We are an inclusive College and we pride ourselves on catering for all abilities. We offer a safe, secure, non-threatening environment in which students develop consideration for others, self-discipline and positive relationships. We aim to provide a thorough education which prepares students for their future.



*"For pupils who need greater support to regulate their behaviour, specialist staff provide a bespoke curriculum. This is successful and many pupils reintegrate into the main school seamlessly."*

**Ofsted 2020**

As an Academy, we have more flexibility in the way we manage the College. The Exmouth Community College Trust is overseen by the Governing Board who are committed to delivering the best comprehensive education for the young people of Exmouth and the surrounding villages.

We believe that young people should be given the opportunity to develop the qualities we expect of good citizens. Our curriculum is broad and challenging; designed to stretch students of all abilities and to provide the widest range of opportunities. Due to the size of our College there are exciting opportunities for curriculum development. This is reflected in the breadth of our offer both at GCSE and Post-16 which includes subjects from Engineering to Criminology. In addition, we are able to differentiate within subjects such as PE and Business Studies to allow students to follow different examination routes tailored to each individual student. We also offer Latin from Year 7 all the way through to GCSE and into A Level with almost a 100 students currently studying the subject in their first year with us. In addition, we offer the opportunity for some students with additional needs to follow a more nurturing pathway leading to a wide range of GCSEs that are taught in a way that gives greater time for students to process information. Our curriculum leads to good outcomes for students and high rates of progress into Post-16 and ultimately apprenticeships, employment and university, with students regularly gaining places at top universities including Oxbridge.

*"The new behaviour management policy responds positively to pupils' better behaviour. The school is calm and orderly as a result."*

**Ofsted 2021**



The College also provides opportunities beyond the classroom in: sport, the arts, dance, foreign visits from Spain to New York and Cambodia, Ten Tors and Duke of Edinburgh award to a gold standard.

The College has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools. This provision is supported by our REACH centre which provides support for students struggling with SEMH issues, STEPS which helps to re-track students with their behaviour and a large SEND team. We also provide support for students through Study Centres and two further Support Workers for students.

# Your Health, Wellbeing and Development

Within our Academy Improvement Plan we have three key aims:

1. Culture
2. Curriculum, teaching and learning
3. Consistent implementation of our behaviour policy

Culture is all about making sure the climate at the College is based around mutual respect, transparency, openness, intelligent accountability and integrity. We recognise that working in the College, as a member of teaching or support staff can be very rewarding but is also tough at times.

To help us develop a great culture, 18 months ago we internally appointed a new Assistant Principal (Staff) who focusses on key issues for staff, such as communication and quality professional development as well as making sure staff are well looked after by organising events such as a hog roast, individualised “Thank you” cards from a local artist, yoga for staff and free access to our fitness suite. We also run our own on-site Nursery “Happy Days” which caters for the children between the ages of 0 and 5 of many of our staff. We regularly gain views from staff about issues and take action wherever we can to improve the working conditions, including thinking carefully about the meeting cycle, position of Parents’ Evenings and quality departmental development time.



We have approximately 300 staff split equally between teachers and non-teaching staff with support staff leading teams around data, IT, HR, facilities, administration, attendance and student receptions to support the work of teachers in getting the best education possible for our young people.

Our aim is to have the best trained staff in the South West and to this end we have invested in the National College of School Leadership resources to provide online access to training for support and teaching staff. We have recently

supported staff through National Professional Qualifications and welcomed nationally recognised external speakers such as Daniel Sobel to the College. For the next academic year, we are looking forward to welcoming Tom Sherrington and John Tomsett to the College to work with staff. We have moved away from stand alone performance observations towards a non-hierarchical peer to peer coaching model based around incremental and continuous improvement. All teaching staff have been trained and are engaged in this process across the College.

## Our Vision

Our vision is to create a College for the whole of our community that emphasises the importance of progress and innovation alongside more traditional values such as integrity, honesty and respect. For everyone we will provide the skills, knowledge and awareness to enable all to play an active and positive role in their families, workplace and global community. We will do this through world-class teaching delivered by reflective and skilled practitioners, a broad and differentiated curriculum model and opportunities beyond the classroom.

*“You are always looking  
for ways to move the  
school forward.”*

**Ofsted 2020**



## Characteristics of our Students

Prior to Covid we had renewed our vision and values for the College by talking to a wide range of stakeholder groups. These groups also identified eight key characteristic traits that any students from Exmouth Community College should be able to demonstrate and have been given opportunities to learn and develop these during their time at the College:



1. Know how to be healthy and stay safe.
2. Always endeavour to show resilience to be the best they can be.
3. Be aspirational and understand their career options.
4. Know how to behave well and respect other members of our community.
5. Have confidence and communicate effectively.
6. Be mutually tolerant and empathetic individuals.
7. Be knowledgeable and able to deeply understand and recall information easily.
8. Be skilled in applying this knowledge in a range of circumstances.

These key characteristics have been identified and embedded into our curriculum.

## The Area

Exmouth is a town of 40,000+ inhabitants situated at the mouth of the River Exe. As with so much of the South West, employment in Exmouth is largely in the service sector and the College is by far the largest employer in the town. Employers also include primary schools, Exmouth Hospital and a thriving retail and tourist trade.



Exmouth is a very pleasant place to live. It is situated at the start of the Jurassic Coastline which has been officially ranked alongside the Great Barrier Reef and the Grand Canyon as one of the natural wonders of the world. East Devon is an area of outstanding natural beauty.

The town has a marina and the two mile beach front offers a variety of water sports. An indoor tennis centre is attached to the College campus and is used on a daily basis by both the College and the public. Exmouth also has other excellent sporting facilities including a large Sports Centre with two heated pools, fitness suites, squash and badminton courts. The town has a wide range of hotels and restaurants and a number of pubs as well as shopping facilities.

On the outskirts of Exmouth is Woodbury Common. It is a huge and beautiful moorland, ideal for walking, riding, mountain biking and picnics. The common is also the home of Woodbury Golf and Country Club offering two golf courses, one to championship standard. Exeter, the capital city of Devon, is just 10 miles from Exmouth and offers a wealth of shopping, sporting, cultural and historic attractions.



*"Pupils are tolerant of different beliefs and cultures. They enjoy putting democracy into practice in school council elections. Pupils have been keen to help others by training as mental health first aiders. Pupils appreciate the support the school gives them to prepare for their next steps."*

**Ofsted 2020**

*"Pupils say the school wants the best for them. The school helps them to develop their interests and talents. Many pupils take part in school productions, dance performances and sporting activities. Pupils say the school provides a wide range of courses that match their interests."*

**Ofsted 2020**

# Job Description

<b>Title:</b>	Learning Mentor
<b>Contract Type:</b>	Permanent
<b>Start Date:</b>	ASAP
<b>Grade:</b>	NJC Grade B
<b>Salary:</b>	£11,599 – actual starting salary per annum Annual progression to top of the Grade B (£11,831 actual salary per annum)
<b>Hours:</b>	8.45am – 3.00pm (includes a daily 40 minute unpaid break) Monday to Friday 27.9 hours per week x 38 weeks of the year (term time only) <i>Some flexibility with start/end times is possible.</i> <b><i>Those wishing to work fewer than 5 days per week are also invited to apply.</i></b>
<b>Reporting to:</b>	Senior Learning Mentor
<b>Responsibility for:</b>	No line management responsibilities

## Introduction to the Learning Support Team

The Learning Support team consists of approximately 25 Learning Mentors, supporting students across the Curriculum. The team is managed by two Assistant SENDCOs, with smaller groups being managed on a day-to-day basis by Senior Learning Mentors. We are seeking Learning Mentors 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.

We are seeking a Learning Mentor who will be 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.

## Purpose of the Post

To work under the direct instruction of both teaching and support staff, to support access to learning for students and assist in the management of students. Work might take place outside the main teaching area.

## 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

## **Duties**

### **Support the teacher by:**

- 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

### **Supporting students by:**

- 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

### **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 with the grading of the post as may be required

## **Working Conditions**

- The College is located on a large, split-site. Walking between classrooms in all weather conditions is required.

## **Physical Demands**

- Light – Involves walking or standing to a significant degree, exerting negligible amount of force to move objects.

# Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications			
GCSE English and Maths at Grade C / Level 2 qualification or above, or equivalent training / experience	✓		Application, Certificates.
Teaching Assistant qualification e.g. Supporting Teaching and Learning in Schools Certificate		✓	
Experience			
Working with or caring for children aged 11 - 19	✓		Application, Interview, Assessment/ Observation, Reference.
Proven experience of working with or caring for students with SEND		✓	
Skills and Knowledge			
Capacity to take responsibility and show initiative	✓		Application, Interview, Assessment/ Observation, Reference.
Good team working skills	✓		
Ability to use technology to a basic level e.g. Computer, photocopier etc	✓		
Good written skills and ability to communicate effectively with people at all levels	✓		
Good numeracy/literacy skills	✓		
Awareness of data protection and confidentiality	✓		
Understanding of classroom roles and responsibilities and to understand own position within these		✓	
Personal Qualities			
Ability to relate well to children, young people and adults	✓		Application, Interview, Assessment/ Observation, Reference.
Adaptable, flexible and creative	✓		
Enthusiastic and motivated	✓		

## 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



## Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Self Declaration form which will be provided to you.

This involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

## To Apply

Please complete the Non-Teaching application form available from the College website.

Email to: [recruitment@exmouthcollege.devon.sch.uk](mailto:recruitment@exmouthcollege.devon.sch.uk)

Or post to: Human Resources, Exmouth Community College, Gipsy Lane, Exmouth, Devon, EX8 3AF

## Equated Pay Adjustment

This is for non-teaching term time only employees.

When leaving the College's employment or changing to a new role within the College, an adjustment will be made depending on whether or not the service of the employee included more or less time off during school holidays, to the proportion of time they worked. This will compare the hours worked to the hours paid and make the required payment/deduction.

## Questions?

For further information about this post please contact Amanda Day:

Email: [amanda.day@exmouthcollege.devon.sch.uk](mailto:amanda.day@exmouthcollege.devon.sch.uk)

Phone: 01395 255687



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# The ECC Way

*“Be prepared, be respectful, be engaged, be kind”*

## Our rules

- **Be kind**
- **Be respectful**
- **Be engaged**
- **Be prepared**

## Our routines

1. Line-ups are quiet and in a straight line
2. Meet and Greet
3. Equipment out
4. Stand behind chairs/check uniform
5. Register in silence

## When we go 'above and beyond'

- We give genuine verbal praise
- We acknowledge on our 'Recognition Board'
- Class Charts praise points
- We share positive comments with parents/carers with a phone call/written praise home

## We will...

Praise **in public**

Remind **in private**

## We are...

We are calm

We have routines

We think about what we say

We notice the BEST

We repair relationships

## Our in-class steps

1. Reminder/first warning
2. Last chance verbal warning
3. Appropriate consequence
4. Repair/2 min conversation or a restorative 10 min conversation later—during lunch/break

## Our phrases

1. "I've noticed that..." (e.g. having trouble getting started)
2. "It was the rule about..." (e.g. lining up/staying on task)
3. "You have chosen to..." (e.g. move to the back/catch up)
4. "Can I remind you about..." (previous good behaviour)
5. "That is who I need to see today..."
6. "I need to speak to you at .. today" (2 min conversation)
7. "Thanks for listening"

## We manage moments

"I understand that... but our rules at ECC are be prepared, be respectful, be kind, be engaged"

"You know my expectations about..."

Keep emotion out of responses

## We rebuild and repair

What happened?

What were you thinking?

What do you think/feel about it now?

Who's been affected? How has this affected you?

What's needed to make things right?

What have we learned from this?