ST. CUTHBERT MAYNE

Joint Catholic and Church of England school

Job information pack

Welcome to St Cuthbert Mayne School

'Educating for life in all its fullness'

Welcome from the Headteacher

Thank you for your interest in the advertised post of Learning Support Assistant and Mentor at St Cuthbert Mayne School. This is a permanent contract starting as soon as possible.

We are seeking to appoint an enthusiastic and hardworking Learning support assistant and Mentor who can build positive working relationships with our students. Our Learning Mentors work to support students who have a range of special educational needs.

The successful applicants will be good team players and want the very best for all our students. They will be committed to improving the life chances of our students so that they can live life to the full both now and in the future. If you would like to discuss the role or visit the school before application please contact Samantha.toohey@stcm.torbay.sch.uk

About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 965 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. We are currently in the middle of and exciting £3.6 million building project, which will significantly improve the facilities for students and staff in our school. Another £1 million of improvements will also be made to the school facilities in 2023.

It is an exciting time to join the school as we have started the next phase of our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus to ensure that our children get access to the best possible teaching through a vibrant and engaging curriculum, so that they live life to the full both now and in the future. This will be a challenging but very rewarding post. The school is committed to developing all its staff through regular coaching and a wide range of professional development opportunities through the South West Institute for Teaching (SWIFT) . If you are passionate about making a difference to the life chances of our children then we would love to hear from you.

The school was last inspected by Ofsted in November 2016 and was graded as Good in every area. The statutory inspection of Anglican/Catholic Schools was also conducted in November, and graded the school Good in all areas. Both reports can be found on the school website www.st-cuthbertmayne.co.uk.

The SEND Team

We have an outstanding SEND Team who go above and beyond to meet the needs of students who need something additional and different in school. Learning Mentors will work as part of this hardworking and dedicated team. As part of our exciting £3.6 million building project we are transforming the provision for SEND students in the school. There will be specialist facilities to support students with a wide range of SEND needs and we are significantly improving the accessibility for students with disabilities.

The team are currently trained to deliver a number of interventions outside of the classroom covering all four broad areas of need including literacy and numeracy, as well as, ELSA, Drawing and talking, Social Group therapy and active listening for active learning. We have built our provision and expertise over the last 2 years and are continually looking for ways to develop this further.

The team currently is made up of; The Assistant Headteacher (SENDCo), Deputy SENDCo, SEMH Champion and 9 learning mentors. This is an additional Learning Mentor role to work with our current Learning Mentors..

About this post - Learning support assistant and Mentor

Salary - Grade D pt5-6 (Actual Salary - £16,315.85)

Hours - 36.25 hours per week (8:30 - 4:15 from Monday to Friday). Flexible working requests will be considered.

Number of weeks - 39 Weeks (38 weeks term time, plus 5 additional INSET days)

Application Process:
Please complete and submit an application form. If you have not heard from us within two weeks of your application, then you have not been successful.

You are asked to complete and include the following:

1. Application Form - This can be found on our website at https://www.st-cuthbertmayne.co.uk/support-staff-vacancies/

2. Letter of Application/Supporting Statement to be included within the application form. (Please use it to show how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard).

3. Submit your application to Julie Webb - HR and Personnel Officer julie.webb@stcm.torbay.sch.uk by 10am on the closing date on **Monday 6th June 2022**

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form. Please complete all sections of the form in full.

Closing date: Monday 4th July 2022
Interview date: TBC

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.

Electronic/e-mailed applications will be accepted. However, should you be invited to interview please be aware that you will be asked to confirm the details on your application by hand signing it. Please email Form to '**julie.webb@stcm.torbay.sch.uk**.'

Job Description-Learning Mentor

Post Title:	Learning support assistant and Mentor
Accountable to (Line Manager):	Miss Meri Florides, Deputy SENDCo, Mrs Sam Toohey, Assistant Headteacher (SENDCO), the Headteacher, and the Governors of St Cuthbert Mayne School.
Responsible to (day to day):	Miss Meri Florides, Deputy SENDCo
Salary Grade:	Grade D pt5-6 starting at pt5.
School Area:	Learning Support
Hours of Work:	33.75 hours per week, 39 weeks per year (38 weeks term time plus one week INSET. 8:30 – 3:45 Monday – Friday (Including 0.5 hour unpaid lunch)

1. **Key Purpose of Job**

- To support students who are identified as special educational needs to ensure they achieve the best possible outcomes and live life to the full both now and in the future.
- Within the agreed system of supervision, to implement agreed intervention programmes with small groups and individuals in or out of the classroom to help them overcome barriers to learning.
- To ensure professional interaction with school leadership, SENCO, Pupil Premium Co-ordinator, teaching and support staff, Governors, outside bodies, students and parents and to carry out any other duties as reasonably assigned by the Head teacher
- Play an active part in creating a positive environment throughout the whole school
- Responsible for safeguarding and promoting the welfare of children at all times

2. **Key Duties and accountabilities of the post**

- Use specialist skills and training to implement a number of small group and 1:1 interventions outside of the classroom to overcome learning difficulties for all 4 broad areas of need.
- Use specialist skills/training/experience to support students to develop their numeracy and literacy skills through 1:1 and small group work.

- Work with other staff in planning, evaluating and adjusting intervention activities as appropriate.
- Complete a range of assessments to determine where students have specific areas of need.
- Implement agreed intervention programmes, adjusting learning activities according to students' responses/needs.
- Assist the Assistant Headteacher (SENCO) and deputy SENDCO with the development and implementation of Individual Learning Plans as appropriate.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Challenge and motivate students, promote and reinforce self-esteem, Provide feedback to students in relation to progress, achievement, behaviour, attendance etc.
- Promote independence and employ strategies to recognise and reward achievement.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- Maintaining records, information and data, producing analysis and reports as required.
- Promote and ensure the health and safety and good behaviour of students at all times.
- Accurately record achievement/progress.
- Administer routine assessments.
- Support students in Pre Public Examinations and Public Examinations.
- Basic maintenance of specialist equipment.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Provide specialist advice and guidance as required.
- Implement local and national learning strategies.
- Make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Be aware of and comply with school policies and procedures.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with the Intervention Lead, YCO/HOD/SENCO/ Pupil Premium Co-ordinator, to support achievement and progress of students.
- Participate in training and other learning activities and performance development as required

3. Other Duties

- To maintain up to date knowledge of relevant legislation, local provision and policy developments.
- Be aware of and comply with school policies and procedures at all times
- Contribute to the overall ethos / work / aims of the school
- Promote positive behaviour
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Present a professional and positive personal image, contributing to a welcoming school environment which supports equal opportunities

- To undertake additional duties as required, commensurate with the level of the job.
- To safeguard students at all times reporting any concerns to the Designated Safeguarding Lead or Child Protection and Safeguarding Officer.
- To contribute to the development of school policies relating to the role

4. Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare including this as a standing item on departmental agendas.
- Cooperate with the employer on all issues to do with GDPR.
- Ensure regular risk assessments are carried out as per school policy and refer to relevant parties.
- Be aware of the need for good life/work balance for all staff.

5. School Ethos and Values

- To conduct oneself in a manner befitting a teacher at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the School.
- Promote the health, welfare and emotional well-being of all students and staff.
- Promote equality of opportunity for all students and staff.

6. Other

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The post-holder is expected to familiarise themselves with and adhere to all relevant policies and procedures.
- Take responsibility for personal health and wellbeing, modelling good work/life balance to colleagues, staff and students.

Safeguarding
St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Roles and job descriptions are subject to an annual review.