



**Launceston College
Multi Academy Trust**



Applicant Pack

Wellbeing Mentor

Job Title: Wellbeing Mentor	Start date: As soon as possible
School base: Atlantic Academy	Contract type: 31 hours, term time only
Closing Date: Monday 6 th June 2022, 9am	Salary: Grade C £9.59 - £10.87 (£18,500 - £20,980 FTE), Actual salary £12,820.94 - £14,539.64
Interviews on: w/c 6 th June 2022	Contract term: Fixed term until

Our Trust

Atlantic Academy is part of the Launceston College Multi Academy Trust (Trust) alongside Altarnun Primary, Bideford College, Egloskerry Primary, Launceston College and Launceston Primary School.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, safeguarding, external networks, teaching and learning, school improvement, financial, administrative, estates and HR expertise.

We are looking for teaching and support staff who will deliver an exceptional education for the young people in our care.



Our Academy

Atlantic Academy opened in 2018 and is a growing 11 – 16 secondary school in the beautiful setting of the North Devon coast. Located in one of the most breath-taking settings for a school, Atlantic Academy combines the support of a small community school, with specialist teachers and resources, for a unique secondary school experience.

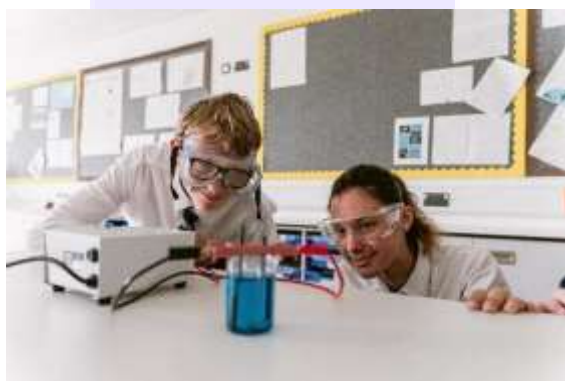
Atlantic Academy seeks to create a safe, caring, and supportive learning environment that allows for individual differences and learning styles to be celebrated. Each student's confidence, resilience and enthusiasm for learning is fostered by positive relationships with fellow students, staff and our broader community.

The Atlantic Academy values are centred around wellbeing, respect, curiosity and adventure, and appreciating education and lifelong learning. We are proud of our school community, which we are looking to grow over the following years.



We will offer:

- A modern, well equipped school with outstanding facilities.
- A team of dedicated and committed staff.
- A Trust culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure success in the role.
- An employee assistance programme.
- A cycle to work scheme.
- A focus on staff wellbeing.
- Generous pension and holidays.
- A large network across the primary and secondary settings.
- Attractive pay and opportunities to develop skills across the Trust.
- Support from cross Trust systems and school improvement leaders.



We are seeking to appoint a **Wellbeing Mentor**.

Responsible to: Assistant Principal

Supervisory Responsibility for: None

Important Functional Relationships:

Internal: SENDCo, teaching staff, support teams (Engagement support and supporting excellence), Administration team, Principal, and students

External: Parents, Local Authorities, Early Help Devon/Cornwall County SEN and Child in Care Departments

Main Purpose of Job:

To take a pro-active role as a key member of a multi-disciplinary team in the support of pupils, teachers, the curriculum and the school. To support the professional work of teachers in delivering programmes of work and taking responsibility for agreed learning activities under an agreed system of supervision.

Duties and Responsibilities:

Staff

- To work with the Assistant Principal as part of the Engagement Support team
- Take the responsibility to give , advice and information to all staff involved with the key students.
- Provide detailed feedback to staff about students who have been identified as a cause for concern.
- To take responsibility appropriate staff development.
- To network and establish constructive relationships with external agencies as appropriate e.g. Social Services, Babcock LLP, KOOTH, CAMHS, School Nurse on a regular basis.

Student support/welfare

- To assess, monitor and record the overall wellbeing, care and guidance of students within your responsibility, including being the key point of contact for those students.
- To monitor and evaluate the needs and welfare of any vulnerable students, including pupil premium and SEN students within your area of responsibility.
- To meet with students in response to identified concerns, either from staff or from students themselves, for initial one to one conversations.
- To support students in engaging in school life and learning, through in class activities or small group interventions as planned. Promote pupils' independence and employ strategies which recognise and reward pupils' self-reliance.
- To support the safeguarding of students within your area of responsibility.

- To provide advice, guidance and information about maintaining and enhancing wellbeing to contribute to the development of approaches in which to support pupils to encourage acceptance and inclusion.
- To anticipate and manage behaviour constructively, promoting pupils' self-control and independence.

Families

- To be the main point of contact for students and their families. for students who have been identified as requiring additional wellbeing support.
- Build and maintain effective, open and regular channels of communication with the parents/guardians of students in your area of responsibility.
- To work alongside coaches in maintaining good communications with parents/guardians.
- To meet with parents/guardians when appropriate ensuring sensitivity and respect to such communications.
- To meet with with students in response to family concerns.

Administration

- To record all relevant and appropriate information regarding students, including maintaining student records.
- To deal with administrative matters relating to students within your area of responsibility and to deal with general enquiries regarding Atlantic Academy.

This includes:

- Setting up and support 6 into 7 transitions and the academy open evening
- Setting appointments for the SENDCo / Assistant Principal
- Producing, updating, printing and collating all relevant forms, posters, letters etc.
- Other administrative duties to support the role of coaching staff
- To provide data as required by outside agencies.
- To liaise with the Admin team regarding promotional materials including the Academy web site.

General

- To record all relevant and appropriate information on the SIMS system.
- To carry out any other administrative duties that are associated with the role
- To be aware of and adhere to the applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy, Code of Conduct) and national legislation (Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	Good standard of practical knowledge, skills and experience of supporting and working with pupils within a learning environment.	Relevant experience to include providing specialist support to students within certain areas of the curriculum, or with specialist pupil groups.	Application form/interview
Education & Training	Attainment of GCSE's grade C/ NVQ level 2 or above in English & Maths (or able to demonstrate equivalent levels of numeracy & literacy).	Working towards attainment of a recognised qualification.	Application form
Special Knowledge & Skills	<p>Good listening & communication skills.</p> <p>ICT skills – able to support learning through ICT.</p> <p>Working knowledge of implementing relevant learning programmes.</p> <p>Knowledge of statutory frameworks relating to teaching.</p> <p>Practical skills relating to planning and utilising individual learning programmes.</p>		Application form/ interview
Any Additional Factors	<p>Self-motivated, able to lead and motivate a team.</p> <p>An interest in pupils, ability to relate well to children and adults.</p> <p>Ability to work to deadlines and methodical approach to work.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		Interview

To apply:

To apply for this job, please complete the application form: (provided in two formats below):
(Please note that for the Word application, you may have to download the file)

[Word Application](#)

[PDF Application](#)

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

Safeguarding Statement:

Launceston College Multi Academy Trust 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. All posts are subject to DBS clearance and appropriate pre-employment checks.

