



Saint GREGORY'S
Bath


*Outstanding
Catholic education for all*

Application pack for the post of:

Learning Support Mentors

Closing date: Midnight on Thursday 13 December 2018
Interviews: Tuesday 18 December 2018

"In Christ we flourish"



“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”

Parent



Saint GREGORY'S
Bath

Mission Statement

As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

Student Creed

At St. Greg's, we are a family.
We walk together in the footsteps of Jesus.
We are all equal in the sight of God
So everybody deserves dignity and respect.
We believe that we are all blessed with gifts
And called by God
So let's do something special,
Let's work together for a better future.

In Christ we flourish.



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Welcome to Saint Gregory's

Dear Prospective Applicant,

Thank you for your enquiry regarding the post of **Learning Support Mentors** at Saint Gregory's Catholic College, Bath to start in January 2019.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our most recent Ofsted and Diocesan inspections judged us to be outstanding in every area and we are committed to maintaining and developing that high standard.

At Saint Gregory's we inspire and encourage our students to fulfil their potential and flourish. We are seeking ambitious and talented Learning Support Mentors with the drive and enthusiasm to support our students on their learning journey and who will provide our school community with the highest standards of service. If you are successful you will be joining an established and highly skilled team.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. The pastoral care at Saint Gregory's ensures that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. Teamwork is at the heart of everything we do and by working together we aim to provide the very best opportunities for all our students and staff.

If you would like to apply, please submit your application by midnight on **Thursday 13 December 2018**. Interviews will be held on **Tuesday 18 December 2018**. If you have any further questions, or would like to arrange a visit, please do not hesitate to contact the HR Manager, Mrs Jae Crowley on 01225 832873 or by email at hr@st-gregorys.org.uk.

We look forward to receiving your application and to hearing how you can meet the requirements of this post.

Yours faithfully

Ms A Cusack
Headmistress

"In Christ we flourish"



"This is an outstanding school."

Ofsted, July 2013



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About this role

Post:	Learning Support Mentors
Contract type:	30.83 hours per week, Term Time Only plus all INSET days Fixed term contract until 31 August 2019
Start date:	January 2019
Salary:	Grade P SCP 14 - 16 £12,602 - £13,057 (actual)
Closing date:	Thursday 13 December 2018, midnight

We are recruiting for talented and enthusiastic Learning Support Mentors to join our supportive and friendly team from January 2019. Continued investment and development of our SEND provision means that we have a range of positions to fill across the school and would welcome applications from candidates looking to join a forward-thinking and innovative team for their next career move.

The successful candidates will work flexibly within the Student Support Department to meet a range of student needs and to assist the SENCo, SEND Manager and teaching staff in the support and integration of students with special educational needs and disabilities.

Applicants must have a minimum of five GCSE passes at Grade C or above including English and Mathematics and have the flexibility to contribute to in-class support, small group work and one to one support of students with SEND.

Applications are invited from individuals who are currently either working as Learning Support Mentors/ Teaching Assistants or exceptional candidates seeking the next step in their career. Applications are particularly welcomed from those considering a career in teaching and who are seeking to gain hands-on experience in an exceptional learning environment.

The successful candidate must demonstrate:

- Experience of individual or group work with children, young people and families;
- An understanding of child and family dynamics and child development;
- The ability to relate well to both children and adults;
- Emotional intelligence, self-motivation and the ability to work as part of a team.

In return, the successful candidates can expect:

- Outstanding professional support;
- A vibrant and dynamic student body that deserves the very best in teaching and support;
- Free on-site parking;
- Childcare Voucher Scheme;
- Access to the Local Government Pension Scheme;
- Employee Assistance Programme.

If you would like to be a part of this successful and thriving school and are a highly motivated individual, we would like to hear from you. For an open conversation about the role and/or to arrange a visit prior to application, please contact the HR Manager, Mrs Jae Crowley on **01225 832873** or email hr@st-gregorys.org.uk to arrange a suitable time.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our Child Protection Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.



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About Saint Gregory's

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. It is a medium-sized popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

The New Sixth is an exciting collaboration between Saint Gregory's Catholic College and St Mark's Church of England School. The New Sixth provides a unique post-16 experience in the state sector in Bath and North East Somerset: a high-quality sixth form education with outstanding pastoral support and a wide range of enrichment activities, inspired by Christian values.

Saint Gregory's has maintained its outstanding judgement in its most recent Ofsted and Diocesan inspections.

"In Christ we flourish"



“Students’ achievement is outstanding. All groups, including higher ability students, those who speak English as an additional language and those who have special needs, make rapid progress in relation to their starting point and abilities.”

Ofsted, July 2013



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Our Location

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In 2017, Bath was named as the safest place to live in the UK. It is also a regular feature of the Sunday Times and Telegraph lists for best places to live in the UK, offering a very high quality of life. Earlier this year, it was named as the best UK city to raise a family by MoneySuperMarket.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

“In Christ we flourish”

“Students make an outstanding contribution to the Catholic life of the school and benefit enormously from it. The school ethos is demonstrated by the exemplary behaviour of its pupils, their respect and care for one another, as well as their outreach to others outside the school.”

Clifton Diocese Inspection Report, October 2013





Job Description

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

Key Areas of Responsibility

1. Core Purpose

- 1.1 To work flexibly within the Student Support Department to meet a range of student needs and to assist the SENCo, SEND Manager and teaching staff in the support and integration of students with special educational needs and disabilities.

2. Key Duties and Responsibilities

- 2.1 To develop an understanding of the specific needs of the students concerned and develop interventions to support them.
- 2.2 To be responsible for supporting the education of students with SEND.
- 2.3 To aid the students to learn as effectively as possible, both in group situations and on their own as required, for example by:
- Assisting teaching staff in devising appropriate interventions and support materials.
 - Clarifying and explaining instructions.
 - Ensuring the student is able to use equipment and materials provided.
 - Motivating and encouraging the student as required.
 - Assisting in targeted areas, eg language, reading, spelling, handwriting, literacy, presentation, numeracy, sequencing, and appropriate behaviours.
 - Helping the student to concentrate on and finish work set.
 - Meeting the physical needs as required whilst encouraging independence.
 - Liaising with the class teacher to devise complementary learning activities.
 - Assisting students during examinations as required.
- 2.4 To establish a supportive relationship with the students concerned.
- 2.5 To encourage acceptance and integration of the students with special needs.
- 2.6 To work on a one-to-one and small group basis outside of the classroom when required.
- 2.7 To assist the SENCo, SEND Manager, teacher (and other professionals as appropriate) in the development of a suitable programme of support for students with SEND.
- 2.8 In conjunction with the SENCo, SEND Manager, teacher and/or other professionals to develop a system of recording and monitoring the progress of students.
- 2.9 To liaise with outside agencies and ensure strategies to support learning are in place for young people with communication and sensory needs.
- 2.10 To contribute to the maintenance of the students' progress records.
- 2.11 To participate in the evaluation of the support programme.
- 2.12 To provide regular feedback about the students to the teacher.



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- 2.13 To liaise, advise and consult with other members of the team supporting the students when asked to do so.
- 2.14 To contribute to reviews of the students' progress.
- 2.15 To attend SEND meetings and other school meetings as required.
- 2.16 To attend relevant in-service training including all INSET days.
- 2.17 To provide administrative support as required, ensuring that accurate records are maintained of all students with SEND.
- 2.18 To put up displays as required.
- 2.19 To assist with activities, including the supervision of students visiting places outside school.
- 2.20 To be aware of and ensure the effective implementation of all School policies.
- 2.21 To supervise the Student Reception as required.
- 2.22 Such other duties as reasonably requested by the SENCo or SEND Manager to meet the needs of the students and the circumstances of the school and are commensurate with the grade of the post including breaktime and lunchtime supervision and clubs within the allocated hours of the post.

3. Post Dimensions

- 3.1 Number of staff managed - None
- 3.2 Departmental budget - None
- 3.3 Section budget - None

4. Physical Effort and Working Environment

- 4.1 The postholder may be expected to undertake bending, lifting and stretching in the course of their duties eg assisting students during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.
- 4.2 The postholder will not be exposed to excessive dirt and dust in the course of their duties.

5. Supervision Received

- 5.1 Supervision received from the SEND Manager and SENCo.

6. Contacts

- 6.1 Appropriate staff within the school; parents and carers; the Local Authority and outside agencies as and when necessary.

7. Professional Development

- 7.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.



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Job Description

8. Additional Responsibilities

- 8.1 This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

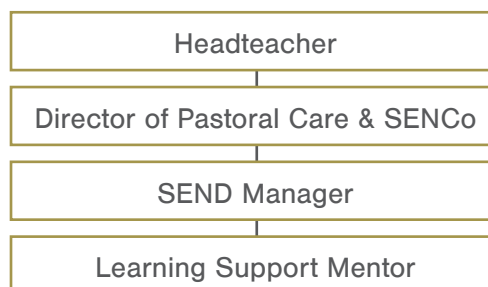
9. Safeguarding

- 9.1 The Governors of St Gregory's Catholic College are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.


10. Special Notes and Conditions

- 10.1 All employees of Saint Gregory's Catholic College are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.

10. Structure



This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.

A young boy with dark, curly hair is the central focus, wearing a dark green school blazer over a white shirt and a green and yellow striped tie. He is smiling slightly and looking towards the camera. In the background, other students in similar uniforms are visible but out of focus. The lighting is bright, suggesting an outdoor setting.

“Saint Gregory’s is a truly nurturing environment for children, allowing them to grow and flourish into wonderful human beings.”

Parent



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Person Specification

Learning Support Mentor	Essential	Desirable
Qualifications/Education		
Minimum of 5 GCSE passes at Grade C or equivalent including literacy and numeracy	✓	
Relevant professional qualification or equivalent		✓
Preprofessional Specification		
Experience of individual work or group work with children, young people and families	✓	
An understanding of child and family dynamics	✓	
Understanding of child development	✓	
Computer literate	✓	
Experience of working in a secondary school setting		✓
Experience of working with vulnerable children		✓
Experience of using a range of learning strategies and/or interventions whilst working with children with various needs.		✓
General understanding of national curriculum and other learning programmes and strategies to support vulnerable learners		✓
An understanding of the principles of the SEND code of Practice (2014)		✓
Personal Specification		
Ability to relate well to both children and adults	✓	
Able to work as part of a team	✓	
Able to prioritise own workload and self-motivate	✓	
Good communication skills	✓	
Child centred approach to working	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities		✓
Knowledge of effective interventions		✓



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Person Specification

Learning Support Mentor	Essential	Desirable
Personal Specification		
Supportive of Christian ethos of School	✓	
Emotionally intelligent	✓	
Motivated	✓	
Enthusiastic and positive	✓	
Calm under pressure	✓	
Organised and punctual	✓	
Willing to contribute to wider life of School		✓
Safeguarding children		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline	✓	



“Sporting, artistic and dramatic opportunities are outstanding and all students take full advantage of the range of opportunities to develop clear, personal values and to make an impact on school life.”

Ofsted, July 2013



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How to apply

Closing date for applications: **Thursday 13 December 2018 at midnight**
Interviews will be held on: **Tuesday 18 December 2018**

Applicants are asked to submit their application to:

Mrs Jae Crowley, HR Manager by email to: hr@st-gregorys.org.uk

They may also be submitted via post to:

Mrs J Crowley, HR Manager
Saint Gregory's Catholic College
Combe Hay Lane
Odd Down, Bath, BA2 8PA

Please note that no other material (such as resumés, testimonials or CVs) will be considered during the selection process.

To arrange a visit prior to application or to discuss the role further with the Headteacher, please contact the Headteacher's Personal Assistant, Mrs S Gormley, on **01225 838200** or email: gormleys@st-gregorys.org.uk.

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