



Huxlow
Science College
Opening Doors to Brighter Futures

Job Application Pack

LAC Learning Mentor

Commencing ASAP

NJC Grade G Points 8-12

Actual salary: £17,058 - £18,464

FTE salary: £19,945 - £21,589

Contract: Fixed Term until 31 August 2021

Closing date: Monday 02 March 2020 @ 09:00

Interviews: Thursday 05 March 2020



Job Application Pack

LAC Learning Mentor

Commencing ASAP

NJC Grade G Points 8-12

Actual salary: £17,058 - £18,464

FTE salary: £19,945 - £21,589

Contract: Fixed Term until 31 August 2021

Closing date: Monday 02 March 2020 @ 09:00

Interviews: Thursday 05 March 2020

37 hours a week/39 weeks per year

Working hours: Mon – Thurs 08:00 – 16:00, Friday 08:00 – 15:30 (inclusive of 30 min unpaid break)

We have a requirement for a LAC Learning Mentor to work with our LAC students in removing barriers to learning.

- Do you have experience in a classroom environment?
- Have you worked in a previous role facilitating learning?
- Do you have a general understanding of national of curriculum and other basic learning programmes/strategies?
- Do you have excellent communication skills?
- Do you have an aptitude and enthusiasm for delivering high quality support to LAC students and their families?

If so, we would encourage you to apply.

For the full requirements of the role please refer to the Job Description and Person Specification included in this pack.



How to apply



How to apply

If you wish to join Huxlow Science College, please download our Application Form from our website <http://www.huxlow.northants.sch.uk/join-us/staff> or contact the College:

Tel: 01933 650496 e-mail: hr@huxlow.northants.sch.uk

The College closes for half term from Friday 14th February and reopens on Monday 24th February.

Prospective applicants are very welcome to visit the college and meet staff and pupils. If you are interested in visiting the College, please contact Karen Squires (HR Manager) on 01933 650496.

All completed applications should be sent FAO Karen Squires (HR Manager) to hr@huxlow.northants.sch.uk or to Huxlow Science College, Finedon Road, Irthlingborough, Northamptonshire, NN9 5TY.

Closing date: Monday 02 March 2020

Interviews: Thursday 05 March 2020

Equal Opportunities

We are an Equal Opportunities employer and welcome applications from all members of the community.

Safeguarding

Huxlow Science College is committed to safeguarding & promoting the welfare of children & young people and expects all staff & volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are essential for all posts at the College.

Please read our Safeguarding and Child Protection Policy.



Job Description

POST TITLE:	LAC LEARNING MENTOR
SALARY GRADE:	NJ GRADE G PTS 8-12
HOURS:	37 HOURS PER WEEK; 39 WEEKS PER YEAR (MON – THURS 08:00 – 16:00, FRIDAY 08:00 – 15:30 INCLUSIVE OF 30 MINS UNPAID LUNCH BREAK)
REPORTS TO:	SENCO
PURPOSE OF POST:	The LAC Learning Mentor will work with LAC pupils and their families to help them address barriers to learning.

OVERVIEW OF ROLE

The LAC Learning Mentor will work with LAC pupils and their families to help them address barriers to learning.

They will:

- provide support that is additional and complimentary to existing college provision
- act as a bridge across academic and pastoral support roles with the aim of ensuring that individual pupils and their families engage more effectively in learning and achieve appropriately
- play a key role in College approaches to improve the progress levels of LAC pupils

PRINCIPAL RESPONSIBILITIES

- Work with LAC pupils and their carers using tailored activities to identify barriers to learning.
- Devise and implement individual or group mentoring programmes (academic and SENH) to assist pupils and their carers to remove barriers to learning, gain self-confidence and improve their performance.
- Provide in-class assistance to LAC students to engage them in lesson objectives and enhance progress.
- Monitor pupil progress to ensure the support is effective and productive. This may include the setting and monitoring of SMART targets with pupils to encourage their involvement and progress.



Job Description

- Liaise and support teaching staff to monitor the progress of pupils using the mentoring service to ensure that Learning Mentor support is relevant to the curriculum and/or needs of the individual so that support has continuity.
- Develop contact with LAC carers of pupils as appropriate to keep them informed of progress and secure positive support for the pupil and maintain good working relations between home/school. In particular, liaise with the Parent Support Advisor, designated teacher and relevant agencies to offer a 'joined up' support programme for LAC students.
- Keep records and progress reports for each student as appropriate for the mentoring process and accessible to appropriate members of staff so that the mentoring service is accountable and quantifiable in terms of its effectiveness.
- Where appropriate arrange and run group sessions for LAC students with common needs, e.g revision sessions, psycho education, ESMH programmes to support the mentoring process.
- Signpost pupils to external agencies as appropriate in order to acquire additional personal or educational support for them, or liaise with external agencies to provide pupils and carers with information on extra support they can access themselves.
- Work with the Family Support Worker to identify absence issues and attend home visits where required.
- Set up appropriate extra- curricular activities to encourage positive engagement with students.
- Respond to and deal with first aid incidents to staff and students within the College, maintaining accurate records and reporting of incidents as required by college procedures and Health & safety legislation. Follow school ethos of using emotion coaching with an understanding of attachment awareness in interactions with students struggling to manage their emotions and behaviours.



Job Description

ADMINISTRATION

- Good verbal and written communications skills are required to enable the LAC Learning Mentor to communicate effectively with a range of people, including children, carers and professional colleagues.
- The post-holder will need to be able to keep accurate records of contacts and activity in writing.
- The post-holder will be required to provide up to date and accurate information surrounding the students' academic and emotional progress three times yearly to feed in to the EPEP process.
- To attend EPEP meetings as required.

HEALTH & SAFETY

- Carry out risk assessments as necessary.
- Promote good practice to students and staff at all times.
- Understand and comply with college policies and procedures.
- Be conversant with appropriate legislation and procedures in relation to Child Protection in order that proper duty of care is maintained, all policies and procedures are observed and appropriate follow up conducted.

GENERAL

- Be flexible in approach to tasks and confidently manage situations in the best interest of pupils' achievement.
- The post-holder will be expected to gain the understanding and co-operation of teachers for effective co-ordination and consistency of support for the pupil. They may advocate for a pupil with classroom relationship problems to try and improve teacher/pupil interaction.
- The work of the LAC Learning Mentor must be founded on very good interpersonal skills and the ability to reach their service users on a level that will engage and motivate them. The approach to individual students may be different but the aims and goals will be the same; to encourage them to recognise their strengths and failings, take responsibility for changing negative patterns of behaviour and to make efforts to achieve positive outcomes to their problems.



Job Description

- They may also contact carers to provide positive information about their child's engagement with mentoring support.
- The post-holder must be confident at presenting to a group and delivering information to children and young people as group sessions may be organised and delivered for small numbers. These may follow a formal structure of revision and follow up sessions or they may be informal.
- Attend training courses in support of the work of the department as required.
- To contribute to the whole College ethos, environment and organisation, both practically and as a positive role model for pupils and colleagues, and act as an ambassador for the College with a desire to raise standards and attainment.
- Support all general college activities and undertake any other duties as determined by the Headteacher to enhance the efficiency and effectiveness of the support staff teams.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the College's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description



Person Specification

POST TITLE: LAC Learning Mentor		
CRITERIA: Applicants will need to provide evidence of meeting the following criteria		
	ESSENTIAL	DESIRABLE
PRE-EMPLOYMENT CHECKS		
Enhance Disclosure and Barring	*	
Barred List	*	
Criminal Records	*	
Section 128 (for management positions)	*	
Proof of identity	*	
Right to work in the UK	*	
Overseas checks	*	
Medical Questionnaire	*	
Satisfactory References	*	
QUALIFICATIONS/TRAINING		
GCSE English & Mathematics (Grade A*-C) or equivalent	*	
Willing to undertake first aid training and duties	*	
Relevant Diploma / NVQ qualification in mentoring		*
Full driving license and willingness to undertake home visits	*	
EXPERIENCE		
At least 1-2 years' experience working in schools or other relevant work with young people		*
Experience working in a classroom environment	*	
Experience in a role facilitating learning	*	
General understanding of national of curriculum and other basic learning programmes/strategies	*	
Experience working with SEN students and students with mental health issues specifically attachment		*
Previous experience in a Learning Mentor role		*
Experience on SIMS and associated databases		*
COMPETENCIES		
A knowledge and understanding of strategies to remove barriers to learning in young people using a solution-focused approach	*	
Excellent communication skills	*	
Ability to maintain accurate pupil records as necessary	*	
ICT literate with Microsoft Office packages	*	
An aptitude and enthusiasm for delivering high quality support to LAC students and their families	*	
Punctual and reliable	*	
Flexible, tactful and diplomatic	*	

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the College's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.



Vision, Goal, Values

OUR VISION

"Safe, happy and successful students who go on to become safe, happy and successful adults"

OUR GOAL

"At Huxlow every individual is empowered to fulfil their potential"

OUR VALUES

- Students and staff feel safe and happy at school
- Everyone is ambitious and welcomes the challenge of being the best they can
- High quality teaching challenges every student and develops their creativity, skills and knowledge
- We grow to meet the needs of our wider community who trust and value the school
- Students and staff are resilient, reflective, independent and take responsibility for their own performance
- We foster a love for learning across our entire community
- We are active and positive members of all our partnerships
- We celebrate everyone's successes



School Information



Students and staff feel safe and happy at school

The well being of our students and staff is integral to the success of our school.

Every individual matters at Huxlow and this underpins our College ethos.

Staff are encouraged to join our Well Being Group where we introduce initiatives and improvements to continually improve staff well being.

“There are excellent relationships between pupils and staff and this has created a calm, positive and purposeful climate for learning around the school” OFSTED





School Information



Extra Curricular and Enrichment

At Huxlow, there is a strong commitment from staff to offer our students an inclusive and enriching educational experience, both within the curriculum and through a wide range of extra-curricular opportunities.

An exciting array of clubs, activities and trips provide a springboard for developing Leadership, Organisation, Resilience, Initiative and Communication (LORIC) skills.

Inspiration is achieved through our many day and residential trips. The following highly popular residential trips enrich the educational experiences of many young people year on year:

- Normandy/Paris/Holland – cultural trips
- Belgium – WWI Battlefields
- Austria – ski trip
- Uganda – International Youth Conference.

Students also have the opportunity to visit places of interest in the UK, including the theatre, university campuses, science conventions and career opportunities. They will also experience visiting speakers, authors and theatre groups during their time at Huxlow.

We are extremely proud of our sporting achievements. Huxlow students repeatedly achieve excellent results at district, County and National level in this competitive arena. Many team and individual sports are run as clubs and activities by our motivated and competitive Physical Education team.

“Everyone in the school puts pupils’ well-being at the centre of everything that they do” OFSTED



Huxlow

Science College

A Finedon Road, Irthlingborough, Northamptonshire NN9 5TY

E enquiries@huxlow.northants.sch.uk

W www.huxlow.northants.sch.uk

T 01933 650496