



Exmouth
Community
College
Academy Trust

Recruitment Information & Job Pack

SEND BRIDGE MENTOR/ ADMINISTRATIVE ASSISTANT

Permanent

NJC Grade B

Closing Date: Thursday 21 November 2019 at 10.00am

Interview Date: Friday 29 November 2019

Exmouth Community College, Gipsy Lane, Exmouth, Devon. EX8 3AF

www.exmouthcollege.devon.sch.uk

Principal: A J Davis BSc(Hons), PGCPSE, NPQH

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 were delighted with many aspects of our results in 2019. We have implemented a range of changes to further improve outcomes such as redeveloping our curriculum offer and introducing accelerated reading at the start of many lessons. We are sure that with our excellent staff, both teaching and non-teaching, we will continue to achieve great results for our students.

If you are looking for a College which is completely focussed on ensuring consistently great teaching and learning, investing in your 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

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', with a stylized flourish at the end.

Andrew Davis
Principal

The School

Behaviour in lessons is generally good. Pupils told inspectors that there is little disruption in lessons and this was confirmed by the observations that inspectors made.
(Ofsted 2017)

Exmouth Community College is one of the largest secondary schools in the country with over 2,300 students currently enrolled (almost 400 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 school 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.



Teachers have positive relationships with their classes and have high expectations of behaviour. Most pupils respect their teachers, and so interruptions to learning are rare.
(Ofsted 2017)

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. The curriculum includes, over and above the normal provision,

enrichment, work based learning, Lead Learner and supportive elements; all of which combine to ensure that all students have an opportunity to develop their intellectual and practical skills.

Sixth-form students make strong progress on their courses because they are motivated to succeed and are well taught.
(Ofsted 2017)



In addition the College provides opportunities beyond the classroom in: sport, the arts, adventure, travel and more, everything from Rocket Clubs to the Ten Tors challenge and from Public Speaking to a range of visiting authors and speakers.

The school has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools.

The leaders of the sixth form demonstrate a genuine passion for the success of all students, no matter what their starting points.
(Ofsted 2017)



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.

Teachers are well motivated. They have welcomed the new Principal's recent initiatives to improve the quality of teaching. They are keen to share ideas and consider how they can accelerate pupils' progress.
(Ofsted 2017)

Characteristics of our students

Our focus groups 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 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.

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, a number of pubs and night clubs 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.

(Post 16) Teachers have good subject knowledge and well-developed strategies for helping students to make progress. As a result, students are challenged to think deeply about their learning in many subjects.
(Ofsted 2017)

Job Description

Title:	SEND Bridge Mentor/Administrative Assistant
Contract Type:	Permanent
Start Date:	ASAP
Grade:	NJC Grade B
Salary:	£11,382 – actual starting salary per annum Annual progression to top of the Grade B (£11,609 actual salary per annum)
Hours:	28.75 hours per week x 38 weeks of the year (term time only) Monday to Friday 8.15am – 2.00pm 4 days per week will be spent undertaking Mentoring duties. 1 day per week will be spent undertaking general administrative tasks for the Pupil Progress team.
Reporting to:	Assistant Principal
Responsibility for:	No line management responsibilities

Introduction to the Pupil Progress Team

The Pupil Progress team will consist of an Assistant Principal, two Student Support Mentors, two Aim Higher Mentors and a SEND Bridge Mentor/Administrative Assistant. The team has been created to improve the outcomes of disadvantaged students throughout the school.

We are seeking a SEND Bridge Mentor/ Administrative Assistant 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 run a tutor group for anxious students or lunch group supervision of a small number of children.

Purpose of the Job

To:

- Liaise with the Pupil Progress and Learning Support teams, to help students in the classroom but also to monitor interventions and progress.
- Work under the direct instruction of teaching staff, to support access to learning for students and assist in the management of students.
- Provide administrative support to the Pupil Progress team, including liaising with internal and external contacts, and maintaining detailed administrative records.

SEND Bridge Mentor Duties

Key Responsibilities:

To work under direct instruction to support access to learning by:

- Working with small groups or one to one.
- Provide support across the College to KS3, KS4 and KS5 students.

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.

Support students by:

- Jointly supervising and supporting a small group of anxious students in the morning during registration. Checking that the students have the correct equipment for the day.
- Jointly supervising a lunch room for students to relax, play games, learn to socialise and interact using social skills training.
- Supervising and providing support for students, ensuring their safety and access to learning.
- 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.
- Any other duties commensurate with the grading of the post as may be required.

Administrative Assistant Duties

- Assist the Pupil Progress team to ensure that students' records are up to date.
- General office duties, to include filing, photocopying and mail distribution.
- This is a new post and there may be other tasks identified, as required, that would be commensurate with the grading of the post.

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		✓	
ECDL / Word Processing / ICT / Typing qualification or equivalent		✓	
Experience			
Working with or caring for children aged 11 - 19		✓	Application, Interview, Assessment/ Observation, Reference.
Working effectively within an administrative setting		✓	
Skills and Knowledge			
Good organisational skills and accuracy	✓		Application, Interview, Assessment/ Observation, Reference.
Capacity to take responsibility and show initiative	✓		
Good team working skills	✓		
Confident user of ICT, including Microsoft Office packages	✓		
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.

To Apply

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

Your completed application form should be submitted before 10am on the closing date.

Email to: recruitment@exmouthcollege.devon.sch.uk

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

Questions?

For further information about this post please contact Amanda Day:

Email: amanda.day@exmouthcollege.devon.sch.uk

Phone: 01395 255687



Exmouth
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Our six core values



We will always show **INTEGRITY** and operate in the best interests of the College. Our decisions are based on evidence, honesty and courage.



We recognise that achieving our best is difficult and requires hard work, determination and commitment. We value and aspire to be **RESILIENT INDIVIDUALS** who identify solutions and opportunities, seeing problems as challenges to resolve.



CREATIVITY and innovation are the hallmarks of active participants and good learners and are the key skills required for any successful organisation. We consistently look forward and find opportunities for ourselves and students to explore.



We all strive continuously to use our imagination and be curious about the world around us. We celebrate diversity and the **POWER OF EDUCATION** and learning.



We look beyond current expectations and are open to new ideas, feedback and best practice. We are outward facing, open and optimistic, **EMBRACE CHALLENGE**, persist in the face of setbacks and see effort as the path to mastery.



We are proud of our College. We do many things exceptionally well. As **REFLECTIVE LEARNERS** we find opportunities for feedback, listen to it and act where necessary to improve our performance. Fearless and dedicated we never give in or give up and, where we see others struggle, we reach out and give them support, strength and encouragement to be the best they can be.

Learn • Progress • Grow