



POST	LEARNING SUPPORT MENTOR x 2
RESPONSIBLE TO	HEAD OF LEARNING SUPPORT
HOURS	Fixed term 35 hours per week , term time (190 days per year) only basis (0.788 full time equivalent).
SALARY SCALE	Appointment will be made on the Sixth Form Colleges' Association Salary spine for support staff from spine point 9 - £20,626 to point 13 - £23,460, pro rata
START DATE	The post will commence September 2020 with an anticipated end date of July 2021.

THE DEPARTMENT

The Learning Support department has a cross-college role supporting the learning of students on all courses, to enable them to achieve their full potential. It offers additional learning support to students with learning difficulties and/or disabilities and also to those with literacy, numeracy and study skills needs. Students are offered taught sessions individually, in small groups, or on-course. The department works with external agencies, as required, to meet the needs of students.

The College continues to develop a whole college approach to inclusivity, with staff and students working together. A programme of adjustments to the buildings, materials used and teaching methodology is on-going. It is the Learning Support department's responsibility to identify students with additional learning needs and share how these will be met during the student's time at Notre Dame, including Access Arrangements for examinations.

JOB PURPOSE

To support the college's commitment to inclusivity and achievement for all by providing appropriate academic learning support for students, including preparation of learning materials where required, having regard for confidentiality and Data Protection issues and maintaining student records to comply with internal and external requirements. This may take the form of small group or one to one sessions and in class/on programme support to assist students in overcoming learning barriers.

1. To work flexibly across curriculum areas using a range of learning strategies, responding to individual learning needs and styles through interesting and stimulating learning support.
2. To work on a one to one or small group basis supporting students in and out of class.
Support could include:
 - Assisting students to overcome barriers to learning
 - Working on generic skills such as literacy/numeracy/communication
 - Developing Study Skills
3. To liaise with teachers and other staff members as appropriate and assist in the development of learning support materials to support students' needs.
4. To undertake administrative duties in relation to the role including assisting with the collection and maintenance of documentation and checking data.
5. To ensure documentation complies with internal and external audit requirements.
6. To assist in the student recruitment process and open day / evening events as appropriate.
7. To participate in the staff CPD process as required.
8. To contribute to individual target-setting and reviews to help students meet their full potential, together with College targets for Retention, Achievement and Success Rates.
9. To assist in the implementation of exam access arrangements as appropriate.
10. To be aware of and abide by the College health and safety procedures and associated policies to ensure the safety of students.
11. To proactively implement and comply with the College's policies and procedures.
12. To undertake any other appropriate duties as may be requested by the Principal.

PERSONAL AND PROFESSIONAL REQUIREMENTS

Referees will be asked specifically to comment on the attributes below.

The ability to meet the person specification will be verified by the application, interview, task, certificates and references as appropriate.

Method of Assessment

A = Application I = Interview T = Task C = Certificate/s R = References

Essential	Method of Assessment
• Relevant experience of one to one/small group tuition.	A, I
• Relevant knowledge of learning disabilities / difficulties	A, I, R
• Excellent communication & presentation skills	A, I, R
• Excellent organisational skills	A, I, R
• GCSE English & Maths or equivalent	A, I, R,C
• 3 A Levels or L3 equivalent qualifications	A,C
• Highly developed literacy & numeracy skills	A, I, R
• Excellent organisational skills	A, I, R
• Ability to use own initiative to organise own workload	A, I, R
• Ability to work as a member of a team	A, I
• Flexible approach and positive attitude to work	A, I
• Commitment to inclusion	A, I
• Commitment to safeguarding and promoting the welfare of young people	A, I
• Ability to empathise and build positive relationships with young people	A, I
• Commitment to support the College ethos	A, I

Desirable

• Experience of teaching/support within FE, working across curricula at Level 2/3.	A, I
• Experience of working with students with learning difficulties and/or disabilities.	A, I

• Experience of working with EAL students	A, I
• Teaching qualification	A, C
• Learning disabilities / difficulties qualification	A, C
• Degree or equivalent qualification	A, C
• HLTA experience/ qualification	A, C
• Understanding of A Level specifications	A, I, R
• First aid qualification	A, I, R

COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

Completed Notre Dame application forms should be e-mailed to jobs@notredamecoll.ac.uk

Under lockdown, if you are unable to access and complete our Notre Dame application form, you may apply using 'Quick Apply' on TES and return via the TES Portal.

Completed applications should be returned via the TES Portal.

Closing date: 9am on Monday, 14th September 2020

It is intended that interviews will take place on Wednesday 16th September 2020 or Thursday 17th September 2020

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

About Notre Dame Catholic Sixth Form College

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with

young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2000 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

An Outstanding College

We are Ofsted grade 1 Outstanding and have a sustained track record of outstanding results at A level and BTEC/CTEC as measured by ALPs, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors. The College has outstanding links with both the local and wider community. The curriculum

departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first-class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Staff at Notre Dame Catholic College

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

What our staff say about Notre Dame Catholic College

Teacher of Law

'I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.'

Head of Department

'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'

Course Leader

'I am new to the College and I have found everyone to be so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'

Teacher of Health and Social Care

'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and

appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'



Notre Dame
CATHOLIC SIXTH FORM COLLEGE

What our students say about Notre Dame Catholic Sixth Form College



Name: Amy Kitchingman

High School: Bruntcliffe School

Programme of Study: A level English Literature, English Language, History and EPQ

Careers/ university aspirations: BA English at the University of Cambridge

What do you like most about Notre Dame:

Notre Dame enabled me to follow my dreams with the support of the amazing Enhancing Excellence scheme and the English Department.



Name: Isacc Grinnell

High School: David Young Community Academy

Programme of Study: A level Politics, Art and Geography

Careers/ university aspirations: BA Politics at Lancaster University

What do you like most about Notre Dame:

Notre Dame is a really good community to be a part of because you are with people your own age. I felt Notre Dame's ethos is really good and i felt it had good values about people and there is a great support system in place.



Name: Kyra Clarke

High School: Carr Manor Community School

Programme of Study: A level Business, Economics and Sociology

Careers/ university aspirations: BA Economics and Politics at The University of Manchester

What do you like most about Notre Dame:

My favourite thing about my time at Notre Dame was the excellent economics teachers who helped me find a passion for the subject I am now studying at university.