

Braunton Academy



'Aspire and Achieve'

**Temporary Student Mentor
to cover maternity leave**

37 hours per week – term time only

NJC Grade E.16 – E.22 £12.45 - £14.02 per hour

Required for 28th February 2022 or earlier if possible

**Closing Date for Applications: 12noon Friday 28th January
2022**

Interviews: As soon as possible after the closing date

Braunton Academy is rated 'Good' by Ofsted

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: www.braunton.academy

Email applications: recruitment@braunton.academy

Principal: Mrs F Bowler

Students: Aged 11-16



January 2022

Dear Candidate

Temporary Student Mentor to cover maternity leave for the remainder of the academic year

Thank you for expressing an interest in the position of Student Mentor within Braunton Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the uniquely calm, community life we lead here at Braunton: all visitors to the school comment upon our welcoming atmosphere and the courteous way in which students interact.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. **As a respected and trusted centre of the local community**, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

As a school we are keen to be at the forefront of education and our innovative work is helping to create learners who are truly independent and will be able to thrive in the twenty-first century. We believe that it is important to concentrate on what happens in the classroom and our school planning ensures that students receive outstanding lesson experiences.

This is an exciting position for a suitably qualified candidate and you will be part of both a forward thinking and hugely successful department. Our Academy has a great history with our community, one of longevity and of success. Please find enclosed the following information to help you formulate your application:

- Advertisement
- Person Specification
- Job Description
- Academy Mission Statement on Learning and Leadership
- Braunton Academy Application Form

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. Braunton Academy is a place where everyone is supported to succeed and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely

Fay Bowler

Principal

STUDENT MENTOR TO COVER MATERNITY LEAVE

Salary: NJC Grade E.16 – E.22

Hourly rate: £12.45 -£14.02 per hour

Hours: 37 hours per week x 38 weeks per year (term time only) 28th February – 31st August 2022

We are looking for someone who:

- Has a good standard of education – to GCSE minimum Grade C/5;
- Has high expectations of student achievement and behaviour;
- Can provide support and guidance to children in all aspects of school life;
- Has proven experience of working creatively, and is able to help children overcome their barriers to learning;
- Has a 'can do' attitude;
- Is a positive role model for young people;
- Is confident in their own ability and can assert a professional perspective;
- Has good communication and interpersonal skills and can liaise effectively with staff, parents/carers and outside agencies;

- Hours: 37 hours per week
 - Monday – Thursday 8.30 am – 4.30 pm
 - Friday 8.30 am – 4.00 pm
 - There is 30 minutes unpaid lunch break included within these hours.

To commence: 28th February 2022 or earlier if possible

Closing Date for applications: 12.00 noon Friday 28th January 2022

Interview Date: As soon as possible after the closing date

Please note CVs are not accepted. Further information about the post and an Academy application form can be downloaded from our website – www.braunton.academy. Your application form should be emailed to recruitment@braunton.academy by 12.00 noon on Friday 21st January 2022. Please note, if you have not heard from the Academy by Tuesday 25th January 2022 you have been unsuccessful on this occasion.

Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks.

Braunton Academy

Person Specification - Student Mentor

Evidence source: **AF** = Application Form
 I = Interview
 R = Reference

QUALIFICATIONS AND TRAINING	
Essential	Evidence
1. A high level of literacy and numeracy skills.	AF
2. GCSEs in English and Maths at minimum Grade C grade.	AF
Desirable	
1. Evidence of further training and qualifications.	AF
PROFESSIONAL SKILLS AND EXPERIENCE	
Essential	
1. Experience of working with young people.	AF + I + R
Desirable	
1. Experience of working in an educational setting.	AF + I + R
2. Can engage and motivate young people.	AF + I + R
3. Has worked within an extended range of networks and partnerships.	AF + I + R
KNOWLEDGE AND UNDERSTANDING	
Essential	
1. An understanding of current educational practice, the learning process and an awareness of relevant curriculum areas.	AF + I + R
2. A good understanding of child development.	AF + I + R
3. Knowledge of current government educational initiatives and their objectives and targeted outcomes.	I
ABILITIES	
Essential	
1. Ability to develop strategies and alternatives that will enable children and young people to engage, participate and learn.	AF + I + R
2. The ability to work constructively in partnership with all stakeholders, establishing positive and effective collaborations with parents/carers, staff, external agencies and the local community.	AF + I + R
3. The commitment to develop a positive, diverse and inclusive school ethos which values each individual and challenges any form of discrimination.	I + R
4. Proven ability to self-motivate, use initiative and lead proactively.	
5. Good organisational skills and the ability to have a flexible and adaptable approach.	I + R
6. To possess excellent listening, written and oral communication skills.	AF + I + R
COMMITMENT	
Essential	
1. The promotion of Braunton Academy as a centre of excellence.	I
2. Equal opportunities for all in the widest context.	I
3. Inclusion and the right for all to fulfil their potential.	I
4. The development of the professional effectiveness of all staff within the department.	I
5. Ensuring that all students reach their full potential.	AF + I
6. Providing the choice and flexibility in learning to meet the personalised learning needs of every child.	I

PERSONAL ATTRIBUTES	
Essential	
1. Passion and commitment to inclusive and comprehensive education.	I + R
2. ICT Skills.	AF + I + R
3. Ability to work independently and as an effective team member.	I + R
4. Be flexible, adaptable and maintain high levels of energy and enthusiasm coupled with a sense of humour and perspective.	I + R
5. Display commitment to the protection and safeguarding of children and young people.	I + R

**BRAUNTON ACADEMY
JOB DESCRIPTION
STUDENT MENTOR**

Location: Braunton Academy
Reporting to: Assistant Headteacher (Student Support & Guidance)
Payscale: NJC Grade E Scale point 16 - 22 (£12.45 - £14.02 per hour)
Hours: 37 hours per week, term time only

- Monday – Thursday 8.30 am – 4.30 pm
- Friday 8.30 am – 4.00 pm
- There is 30 minutes unpaid lunch break included within these hours.

Job Purpose: To provide support and guidance to students (and staff working with them) by removing the barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.

To develop strategies and techniques to support academic success and encourage emotional resilience.

To promote, develop and maintain effective and supportive mentoring relationships with students in support of other school teaching and learning professionals and external agencies.

To promote positive activities within the Academy and community setting and support learning, participation and social inclusion.

Main Role

Additional areas of responsibility/collaborative working to be assigned:

- Small group work and paired 1:1 work with students, Primary links, independent study skills, exam stress and pressure groups, literacy/numeracy and classroom support where needed.

Main Duties in supporting students and staff:

1. At all times to support the work of the Senior Leadership Team and Heads of Year on a daily basis in terms of the pastoral care of the students in the Academy.
2. To be responsive and proactive in supporting students.
3. To develop a sound understanding of the Academy curriculum and pastoral care provision, working closely with Heads of Department and the Senior Leadership Team and at all stages of intervention.
4. To liaise with Assistant Headteacher (Student Support & Guidance) to identify an agreed caseload of students to work with in terms of academic intervention.
5. To establish and develop effective 1:1 mentoring and other supportive relationships with children and young people: monitoring student responses to the support received and accurately recording achievement/progress as required.

6. To develop and implement personalised action plans for groups and individual students based on a comprehensive assessment of their strengths , needs and strategies for overcoming barriers to learning e.g. behaviour, motivation, aspirations and academic achievement. This will include the development of 1:1 mentoring material for personal and shared use.
7. To monitor the progress of individuals at regular intervals and set new targets when appropriate. To formulate and regularly review termly plans for students who are underachieving or who exhibit specific barriers to learning.
8. To provide regular and detailed feedback to teachers on students' achievement/progress and challenges, etc.
9. To assist students in making the transition between KS2/3, KS3/4, KS4/5, where appropriate.
10. To establish constructive relationships with parents/carers, and, where appropriate, participate in feedback sessions with parents alongside the teacher.
11. To contribute to the development of group and individual programmes of support for students.
12. To liaise with the Senior Leadership Team and Curriculum Areas. This will also include liaison with the SENDCO and the ALN Team, including assistance in the creation, monitoring and review of IEPs.
13. To operate within legal, ethical and professional boundaries when working with young people. This includes confidentiality policies.
14. To contribute to the sharing of good practice between individuals, local networks and partner agencies to enhance student development provision. This may include referrals to the SENDCO or Assistant Headteacher (Student Support & Guidance) where appropriate.
15. To assist in strategic intervention groups across all ranges of ability.
16. To support the Academy Student Behaviour and Relationships Policy.

Main Duties in supporting the Academy:

1. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
2. Support diversity and ensuring all students have equal access to opportunities to learn and develop.
3. Contributing to the overall ethos/work/aims of the Academy.
4. Appreciating and supporting the role of other professionals.
5. Attending relevant meetings, as required.
6. Participating in training and other learning activities and performance development, as required.
7. Accompanying teaching staff and students on visits, trips and out of school activities, as required, and taking responsibility for a group under the supervision of the teacher.

BRAUNTON ACADEMY
MISSION STATEMENT ON LEARNING AND LEADERSHIP

LEARNING

**Learning enables individuals to change and to grow, becoming independent and confident.
The Academy has a commitment to improving the quality of Learning by:**

- preparing people for their futures by :
 - encouraging creative thinking and reasoning
 - instilling self-confidence and self-esteem
 - developing Communication, Literacy, Numeracy and IT skills
 - encouraging life-long learning and problem solving

- recognising that individuals learn in different ways by :
 - using a variety of learning and teaching styles
 - changing the learning process according to need
 - providing opportunities for success for all
 - appreciating that learning is interactive
 - being adaptable and flexible
 - enthusing, challenging, stimulating and inspiring
 - nurturing and supporting
 - making learning fun and enjoyable
 - provide opportunities for independent and interdependent learning
 - understanding the learning process

- checking the effectiveness of learning by :
 - being clear about the learner's starting point
 - using a variety of assessment techniques
 - using assessment data constructively
 - seeking learner feedback
 - encouraging self-evaluation

- supporting the learning process by :
 - ensuring a safe, well-resourced environment
 - using the community to enhance learning
 - creating an atmosphere which is conducive to learning
 - having high expectations of all

Learning is for all members of the Academy community

LEADERSHIP

Leadership ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which:
 - respects and values all its members
 - is open and accessible
 - develops individuals and teams
 - challenges and motivates
 - listens and responds
- sharing and communicating:
 - a love for **learning**
 - an understanding of how people learn
 - the belief that learning never stops
- actively engaging with the **community** by:
 - encouraging and enabling community involvement by students and staff
 - welcoming the community into Braunton Academy
 - developing business links
 - promoting the work and values of the Academy
 - supporting the life of the community

Leadership is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

MANAGEMENT

Management ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to:**
 - provide the highest quality learning and teaching
 - provide pastoral support for students and staff
 - monitor and evaluate the work of the Academy
 - ensure responsible behaviour
 - ensure a safe, secure and attractive environment
 - work with the community
- **using structures and systems which:**
 - are effective and efficient
 - define roles and responsibilities
 - define lines of support and accountability
 - ensure legal requirements are met
 - are simple and unbureaucratic
 - enable decisions to be taken at appropriate levels
 - use effective communication
- **providing value for money**

Management is not confined to a few people. It is exercised by all members of the Academy.