

Exceptional Ideas Ltd



Student Mentor

Recruitment pack: April 2024

About us

We have an exciting opportunity for a Student Mentor to join our school staff team.

This is a varied, hands-on role, working with young people aged 11-16 with complex learning and therapeutic needs. We teach students with 1:1 staffing using a therapeutic ethos to build independence in our students by the time they reach school leaving age.

We have schools located across Essex in the villages of Wethersfield, Sible Hedingham, and in the city of Chelmsford.

About the role

About you

We are looking for a team player who can quickly learn and master our approaches and processes so that they can lead in providing therapeutic education to our students.

We strive for accuracy and attention to detail, through continuous improvement and steady progress towards objectives. You will have skills and experience in building positive relationships with people. You are diligent, with attention to detail, highly motivated, professional, and calm under pressure.

You are a team player, confident to lead by example in a hands-on manner, and willing to learn and adapt practice reflecting the needs of the student.

Our schools offer a 38-week per year curriculum, following the Essex County Council school calendar.



About us

Exceptional Ideas Ltd was set up in 2007 to provide educational consultancy and training. We opened Teaseldown School in Ridgewell, Essex, in 2009 to help young people aged 11 – 17 to overcome barriers they have faced whilst learning within the mainstream education system. In 2013, Primrose Hill School, Chelmsford, was opened to complement Teaseldown School. In January 2015, Teaseldown School moved to larger and bespoke premises in Sible Hedingham in the Sugar Loaves building. Brook View School on the site of the old Brewery Tavern in Wethersfield is the latest addition to our organisation which opened in early 2015.

Exceptional Ideas Ltd is also able to offer therapeutic education in the form of outreach. Our approach is multi-professional, utilising an evidence-based planning and evaluation process which is underpinned by current practitioner research. We believe that therapeutic education should be creative, flexible, individually designed and incorporate measurable assessments of progress. We also believe that all students should have access to a full curriculum across KS3 to KS4 which includes formal examinations such as GCSEs. We offer courses at GCSE, ELC, ASDAN and online learning platform IXL, Lexia and Mathletics.

Our staff come from a wide range of backgrounds, bringing a range of skills to the team and all receive a high level of internal training that equips them to understand our ethos with clarity.



Conditions and how to apply.

Contract	Permanent
Salary	£20,134.40 - £22,143.71
Hours of work	Full time: 40 hours, 5 days per week, 8.30am-4.30am Term time only
Pension	Royal London <ul style="list-style-type: none">• Minimum employee 4% salary exchange, employer 4%

How to apply

To apply for this position, please complete the application form at the end of this document, and return to ei-recruitment@exceptional-ideas.co.uk

Within your application form, please include a clear outline of why you feel you would be a suitable applicant for the position, including examples of your skills and experience, referring to the person specification as appropriate.

We are unable to accept CVs, however, you are welcome to submit a CV alongside your completed application form. **Only applications made using the application form and supported by evidence of qualifications will be considered.**

To ensure the safety, welfare, and safeguarding of all students and in line with safer recruitment, selection, and appointment Exceptional Ideas Ltd implements a range of vetting checks, including a Police/Enhanced DBS check, possible online status searches for shortlisted candidates, and a criminal records disclosure to ensure that only those that are suitable to work with children are recruited to work with us. For further information, please refer to the Safeguarding Policy via the Policies page on the website.

Please note this post is exempt from the Rehabilitation of Offenders Act 1974 and full disclosure must be given.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

All information gathered as part of the recruitment process will be securely stored in line with guidance from the Data Protection Act 2018-GDPR.

Please download, complete, and return the Privacy Notice for Prospective Employees with your application form accessible from the Policies page on the website.

Interviews will be held at the office at Brook View School, Braintree Road, Wethersfield, CM7 4BU upon receipt of references. **No interview will take place without previous receipt of references. This is in line with safer recruitment in education and the responsibility for ensuring these references are received in time for interview lies with the applicant.**

For an informal conversation about this opportunity, please contact ei-recruitment@exceptional-ideas.co.uk to arrange.

Role description

Title	Student Mentor
Accountable to	Operational Senior
Liaison with	Senior Leadership Team

Purpose

- To implement and deliver an appropriately broad, balanced, relevant, and adapted curriculum for students.
- To monitor and support the overall progress and development of students.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To develop a positive and supportive classroom and school climate.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To promote and safeguard the welfare of children.
- To work in the context and philosophy of Keeping Children Safe in Education within all children's services.
- To report to and receive support from the Directors including the production of a Personal Development Plan and participate in supervision.
- To be responsible for the provision of a full learning experience, guidance, and support for students.
- To liaise with all relevant professionals in an appropriate manner regarding all students and families accessing the services of Exceptional Ideas Ltd.

Main duties

- To concentrate on an area of the curriculum linked to your talents and/or qualifications, promoting development and improvement of service delivery.
- To implement plans as detailed in the student's IEP and related planning.
- To supervise students during school hours and take part in home visits as and when necessary.
- To assist with, and in some cases lead, examination procedures including the completion of coursework, the production of assessment records (including baseline assessment), mark and feedback on work, to communicate with parents and carers regarding the progress academically and therapeutically of their children and to act as invigilator for examinations.
- Wherever relevant to undertake relevant training for any role within the job description.

Performance management

- To keep records of personal development targets, activities, progress and impact on student outcomes.
- To help in other staff's continuing professional development and to share areas of expertise or share in the collective development of expertise.

Operational/Strategic Planning

- To assist in the process of school development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission Statement and Strategic Objectives.

Staffing

- To take responsibility for personal development and participate in performance review and professional annual appraisal.
- To take part in the school's staff development programme by participating in arrangements for further training and professional development for all staff as appropriate.
- To continue personal development in the relevant areas.
- To engage actively in the Personal Development planning process and to maintain records of personal development and impact on the smooth running of the school and the achievement of all students.
- To work as a leader of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To adhere to school quality measures and provide information as requested for these measures.
- To seek/implement modification and improvement where required.
- To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information with the Directors and other staff members while complying with safe storage of information guidelines (GDPR, 2018).
- To complete the relevant documentation to assist in the tracking of students and, where appropriate, staff.

Communication

- To communicate effectively with the parents and carers as appropriate and ensure all staff do the same.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison

- To contribute to the development of effective subject links with external agencies and community organisations.

Management of Resources

- To assist the operational seniors to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students.

Learning Support

- To promote the general progress and well-being of individual students and of the staff.
- To ensure that all relevant information is exchanged regarding learning and therapeutic support that may be needed and feedback on its effectiveness at team briefings, meetings and using the school's communication and recording procedures.

Other duties

- To work 40 hours per week, starting at 8.30am and finishing at 4.30pm.
- To take part in fortnightly team meetings and training sessions from 3.30pm – 4.30pm.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by Directors not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and role.

Person specification

Qualifications and experience	How we will assess this	Essential or desirable
<ul style="list-style-type: none"> • 5 A-C's or 9-4 at GCSE or equivalent 	Application and pre interview checks	Essential
<ul style="list-style-type: none"> • Proven ability to work effectively in a team. 	Interview	Essential
<ul style="list-style-type: none"> • Experience of working in a supportive role or with the public. 	Interview	Essential
<ul style="list-style-type: none"> • Full driving licence, ownership of car with business insurance. 	Application and pre interview checks	Essential
<ul style="list-style-type: none"> • Ability to carry out physical activities on and offsite with students or evidence of medical exemption. 	Pre interview checks and interview	Essential
<ul style="list-style-type: none"> • Knowledge of empathy within our philosophy and ethos. 	Interview	Desirable
<ul style="list-style-type: none"> • Basic ICT skills (or willingness to learn during probationary period). 	Application	Essential
<ul style="list-style-type: none"> • Ability to plan and deliver lessons independently from a predeveloped plan. 	Interview	Desirable
<ul style="list-style-type: none"> • Good time management and ability to learn. 	Interview	Essential

Skills, knowledge, and expertise	How we will assess this	Essential or desirable
<ul style="list-style-type: none"> Professional, interpersonal and communication skills with a demonstrable positive approach to supporting colleagues, using collaboration and teamwork to resolve challenges. 	Interview	Essential
<ul style="list-style-type: none"> High standard of written and verbal communication skills in English, of a standard which will enable the candidate to apply best practice communications with colleagues, contacts, and students in a business environment. 	Interview	Essential
<ul style="list-style-type: none"> Ability to use Microsoft Office (Word, Excel, Outlook, Microsoft Teams). 	Interview	Essential
<ul style="list-style-type: none"> Ongoing commitment to self-development and a willingness to learn new skills. 	Interview	Essential
<ul style="list-style-type: none"> Knowledge of GDPR and the Data Protection Act 2018. 	Interview	Desirable
<ul style="list-style-type: none"> Some knowledge of safeguarding best practice. 	Interview	Desirable
<ul style="list-style-type: none"> Knowledge of and experience with using therapeutic techniques. 	Interview	Desirable

Personal qualities for this role	How we will assess this	Essential or desirable
<ul style="list-style-type: none"> Reliable, punctual, and committed, with a constructive 'hands on' and 'can-do' approach. 	References and interview	Essential
<ul style="list-style-type: none"> To be available to serve our students onsite throughout school hours and to provide colleague absence cover as needed. 	References and interview	Essential
<ul style="list-style-type: none"> Flexible, friendly, and helpful. 	References and interview	Essential

Before submitting your application, please ensure you have completed the following:

1. Application form, providing details of 2 referees with contact details.
2. Read the safeguarding policy.
3. Completed and signed Privacy Statement.

Exceptional Ideas Ltd
Teaseldown School @ The Sugar Loaves
175 Swan Street
Sible Hedingham
Halstead
CO9 3PX

ei-recruitment@exceptional-ideas.co.uk

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Overcoming barriers – achieving success

Application Form

All applicants will be vetted via a list 99 check prior to interview. The successful applicant(s) will then complete an Enhanced DBS check. All areas of this application form must be completed in full. Your application will not be accepted if any areas are missing information.
Exceptional Ideas Ltd is committed to safeguarding as an organisation.

Personal details

Position applied for:

Title

Full name:

Previous name:

Date of birth:

National Insurance number:

Are you qualified to work in the UK:

Contact details

Home address:

Home telephone:

Mobile Telephone number:

Email:

Current employment

From:

To:

Name of Employer (company name):

Job Title:

Contract (full-time/part-time):

Notice period required:

Reason for leaving:

Salary:

Additional allowances:

Previous employment

From:

To:

Name of Employer (company name):

Job Title:

Contract (full-time/part-time):

Notice required:

Reason for leaving:

Salary:

Additional allowances:

Please add all further employment history below (same format as above)

Gaps in employment history: (Please give reason(s) for any gaps in employment history, including dates to - from)

Education

Please note that no interview will be given without proof of qualifications.

Higher education

From:

To:

Degree/course	University	Qualification	Years Attended

A-levels or equivalent

College attended:

From:

To:

Subject	Awarding Body	Grade

GCSE's or equivalent

School attended:

From:

To:

Subject	Awarding Body	Grade

Professional qualifications

Additional skills

Personal interests

Supporting statement

Referees

Please provide details of two referees, one of which must be your current employer. Please ensure that the references provided are from a senior person within the school/organisation, as friends and family references cannot be accepted.

If you are not currently employed, please provide details of your most recent employer.

Current or most recent employer

Title:

Name:

Position held:

Organisation:

Capacity:

Address:

Email address:

Telephone:

Second referee

Title:

Name:

Position held:

Organisation:

Capacity:

Address:

Email address:

Telephone:

In line with Exceptional Ideas Ltd Safer Recruitment policy, employers are contacted prior to the interview. If you would prefer that we do not contact your current employer at this time, please tick:

I understand that my current employer reference will be requested post-interview, employment cannot commence until received.

All job offers made are subject to receipt of satisfactory references and vetting checks.

Driving Licence (please note that your driving licence will be checked)

All applicants must hold a full driving licence and have or be willing to have business insurance cover on their own vehicle.

Full licence?

Yes/No

Any driving convictions (this includes penalty points or ban in the last five years)

Applicant Signature:

Print name:

Date: