

LEARNING MENTOR CANDIDATE BRIEFING PACK

December 2023

“Staff feel that their workload is supported well and say that they are proud to work at the school... they have every reason to be proud”
-OFSTED 2022



WELCOME FROM THE HEAD OF SCHOOL OF THEALE GREEN SCHOOL

Thank you for your interest in the post of Learning Mentor at Theale Green School.

This is an exciting position for a candidate that has a passion for equality and a determination that every child should have an equal chance in life to succeed. We are looking to welcome a colleague to join our team who has an aspirational, can-do attitude, who believes that our students should be championed and should dare to have the highest of aspirations. The right candidate for this role will have excellent communication skills and will be determined to use those skills to ensure that every child has the chance to succeed.



Theale Green School is a very special school, anyone who visits our school immediately recognises this and can sense the family-feel welcome. We are delighted this was recognised in our Ofsted report May 2022 **“pupils are proud of their school. All pupils spoken to said they would recommend it. Pupils feel safe and happy”**. We are a school in the heart of a community, with incredible staff, students and families all striving for the same thing: to see students become successful young adults.

Theale Green School is going through a period of sustained growth thanks to the substantial improvements in the Quality of Education and Student Experience we have embedded over the last four years. This was identified by Ofsted **“the curriculum is ambitious, well considered and carefully constructed”**. Students are enthusiastic about learning and are encouraged to explore their natural curiosity about the world they live in. Students achieve strong outcomes as they progress through our school and go on to outstanding destinations when they leave us, with many being the first in their families to go to university – truly “Transforming Lives Through Learning”. Our students benefit from a rich, broad and balanced curriculum with excellence and aspiration at its core. This develops employability skills and deepens their understanding, opening doors to future successes. Students are empowered to think, to act confidently, and with professionalism: this allows them to compete to be the candidate of choice in the world renowned, local companies’ workforce. This position would build on this strength and take our curriculum to the next exciting phase of development.

Theale Green School has a strong reputation in the local community, and many of our staff choose to send their own children to our school. In 2023, our ability to work together to support each other feels more important than ever, and this year will see us go from strength to strength as we continue to grow and provide a high-quality student experience.”

We are looking for the right candidate who will be positive in their approach, continuing to ensure that every student can flourish academically and personally in an aspirational and supportive environment. If you absolutely believe that every student should be championed and should dare to have the highest of aspirations, we look forward to hearing from you.

Charlotte Badarello
Head of School

WELCOME FROM THE CEO OF ACTIVATE LEARNING EDUCATION TRUST AND THE EXECUTIVE PRINCIPAL OF THEALE GREEN SCHOOL

Since joining Activate Learning Education Trust (ALET) in April 2018, Theale Green School has gone from strength to strength; evidenced by more parents and children selecting Theale Green School as their first choice, incredibly positive parental feedback and strong outcomes for students.

We're also incredibly proud and delighted that the school received a recent Good grading from Ofsted, which is testament to all the hard work and positivity that has taken place, and which we will grow on going forward.

As a new member of staff, you will be joining Activate Learning Education Trust at an exciting time as we embark on the next stage of our journey and will work alongside other leaders to support the delivery of our Strategic Plan 2021 – 2025.



The next stage of our development will see the Trust grow in student numbers; stage one of this growth will be through over-subscription in each school, and by further growth with like-minded schools joining our Trust to deliver our vision of transforming lives through learning.

During the period of this strategic plan, we will be working with our talented and dedicated staff body to become the employer of choice; this will see high retention and strong recruitment across all schools, thus providing our students with the best education provision, where we develop their skills, attributes and ability to learn for life.

We will also look back from 2025 and recognise our Trust as leading the way in developing our students, through working with a growing number of employer partners to provide our students with the skills and attributes required for successful future careers and life.

During this time, we will see our Trust move into becoming a more outward facing organisation within our communities, education sector and employer partners. Everything we do aims to transform lives through learning. Our Trust thinks differently by focusing on preparation for successful lives and careers; we just happen to deliver qualifications. At Theale Green School, we recognise the importance and value of our role which is one of privilege and responsibility that requires us to be dedicated. We expect staff to demonstrate our Attributes of being Professional, Aware, Confident, Resilient and Enterprising. Want to join us?

If you would relish this challenge and appreciate the invitation to become a key member of a successful, forward-thinking MAT, we would very much welcome your application.

Joanne Harper
CEO, Activate Learning Education Trust

Mark Blackman
Executive Principal

If you would like to visit the school or if there are questions that the pack does not answer for you, we will happily answer them. Please contact Anita McIntyre, HR Manager on 0118 930 8510 or via email at amcintyre@thealegreen.w-berks.sch.uk

LEARNING MENTOR

Location: Theale Green School, Church Street, Theale RG7 5DA

Salary Range 3 – Spine point 5 £23500.00 (PRO RATA £15478.54)

Hours **28.75 per week – term-time only + two September INSET days**
8.30am – 3.05pm (Monday to Friday)

Start date **February 2024**

This is an exciting position for a candidate who has a passion that education can “transform lives through learning”. We are looking to welcome a colleague to join our team who has a strong ambition that our school can serve every child in the community and a belief that we learn every day from experiences, students, families and colleagues.

This is an exciting position for a candidate that has a passion for equality and a determination that every child should have an equal chance in life to succeed. We are looking to welcome a colleague to join our team who has an aspirational, can-do attitude, who believes that our students should be championed and should dare to have the highest of aspirations. The right candidate for this role will have excellent communication skills and will be determined to use those skills to ensure that every child has the chance to succeed.

Theale Green School is part of the Activate Learning Education Trust consisting of six secondary schools. Our purpose is to be “School of Choice for the Community”, which we have continually proved over the last four years with significant growth in student numbers, and improved outcomes. We pride ourselves in equipping our students with the skills needed for their future careers and lives. There is an opportunity for potential candidates to visit the school and meet Charlotte Badarello, Head of School. Please contact Anita McIntyre HR Manager on 0118 930 8510 or via email at amcintyre@thealegreen.w-berks.sch.uk to arrange a visit to the school and conversation with Charlotte.

For more information visit: <https://www.thealegreen.w-berks.sch.uk/> and <http://www.alet.org.uk/>

Closing date for applications is: 9am Monday 22nd January 2024

Interviews will take place on: Thursday 25th January 2024

As an Activate Learning Education Trust school we are committed to safeguarding and promoting the welfare of children and young people. Any post within the Trust is subject to an enhanced Disclosure and Barring Service check.

ACTIVATE LEARNING EDUCATION TRUST

WHO ARE WE

Activate Learning Education Trust (ALET) is a Multi-School Trust (MAT) established by Activate Learning in 2015. We transform lives through learning by providing exciting and innovative education for young people by looking at how we learn as well as what we learn.

Activate Learning is the sponsor for Activate Learning Education Trust, which is run with the support of a number of industry and academic partners.

OUR VISION

“TRANSFORMING LIVES
THROUGH LEARNING”

OUR MISSION

To ‘transform lives through learning’ by igniting confidence, expanding opportunities, energising the community and generating prosperity. Through Our Learning Philosophy and core values of empowerment, enterprise, connectedness and transformation, we will provide our students and staff with a safe and supportive environment in which to thrive and become independent learners.

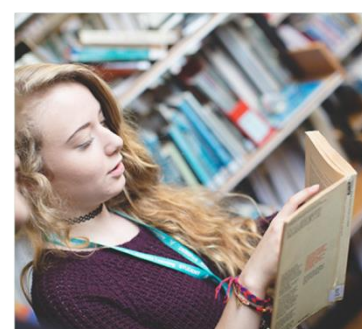
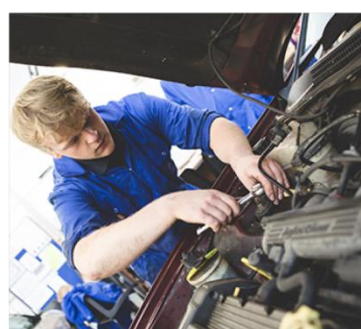
OUR VALUES

EMPOWERMENT

ENTERPRISE

CONNECTEDNESS

TRANSFORMATION



THE LEARNING PHILOSOPHY

Our award-winning Learning Philosophy helps us all understand how best our students learn and how we teach our learners effectively.

We utilise the important relationship between the following elements:

Brain

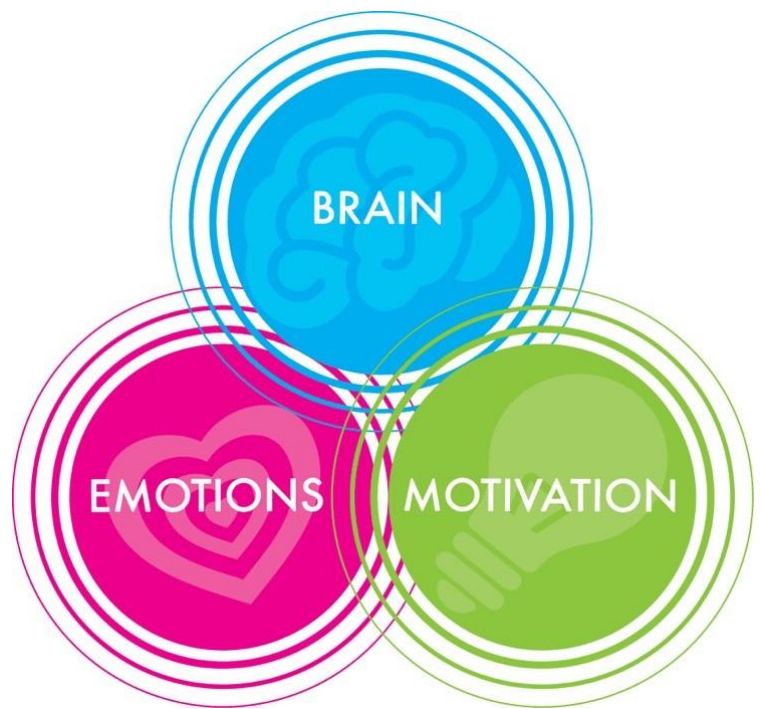
Our brains are capable of incredible things. From the study of neuroscience, we understand that the brain connects neurons to make networks. These networks strengthen and work faster through repeated use. We believe in hard work and recognise the value in working through our failures so that we are constantly learning and improving.

Motivation

We need to motivate ourselves in order to do the practice that strengthens the networks in our brains. By repeatedly demonstrating the relevance and impact of newly learnt skills and knowledge, we maintain our students' motivation.

Emotions

Our emotional response to studying has a massive influence on how we learn. The more positive our learners' emotional response to studying is, the more likely they are to engage with and remember what they're learning.



CURRICULUM

Our curriculum provides a rich, broad and balanced learning experience for all students across all years.

We see our curriculum as being holistic, with our resources carefully planned to flow seamlessly from the moment students join us in Year 7 until the point they leave us at the end of Year 11 or 13.



Our intention is to fulfil all the requirements of the National Curriculum and beyond, and to cater for the needs of students of all abilities. All students in years 7 – 13 study Relationships, Sex and Health Education (RSHE) to enable our students to grow up healthy, happy, safe, and able to manage the challenges and opportunities of modern Britain.

In Years 7 to 9 students follow a rich, broad, and balanced curriculum. These classes are taught by subject specialists to ensure a successful learning experience. Students begin their GCSE option choices in year 10, and these choices mark the transition towards the all-important final assessments in Year 11.

We offer a broad curriculum opportunity in our Sixth Form, including both vocational and A level courses. A curriculum enrichment programme, including P.E and RSHE, is followed, standards are high and students are expected to be committed to their studies.



ETHOS

At Theale Green School, we believe that aspiration is the preserve of every young person and destinations should never be limited based on historical experience. We all adhere to the principle that developing our talents, valuing our education and achievements, expanding our cultural horizons and respecting others, will prepare us for contributing well to our society.

We value a close working relationship with both parents and carers, whose feedback is important to us, and with our broader community whose support is highly appreciated. We know, and are grateful, that the community has much to offer us, and we aim to offer much in return. We are privileged that our school sits at the heart of a community which supports the success of its young people without exception. By then prioritising the quality of teaching and learning, relationships, behaviour and aspirations, we achieve our Mission.

Our Mission

Theale Green School is the School of choice for our community

Our Values of:

Progress – we welcome challenges and persist when work is hard

Hard work – we make effort and a good impression in the workplace

Respect – we are polite and respectful to everyone, central to every conversation and interaction at Theale Green School.



JOB DESCRIPTION

REPORTING TO: ASSISTANT HEADTEACHER – SENDCo

To provide high quality targeted intervention to increase the ability of students with SEND to function independently and progress academically

Key Responsibilities

- To support allocated students with the practical impact of their social, emotional or mental health difficulties on their academic experience
- To deliver focused interventions to build confidence, independent skills and motivate students to participate fully in school life
- To provide in class learning support as required
- To liaise with the SENDCO, HODS, Key Stage coordinators and teachers as required
- To understand and support the implementation of students' EHCP and short term targets
- To liaise with outside agencies and attend/contribute to Annual Review/School meetings as required
- To carry out administrative and supervision duties as required
- To invigilate internal / external examinations as necessary
- To act as a reader or scribe for students with examination access arrangements as necessary
- To have a good understanding of the SEND Register and the needs of students with learning difficulties
- To keep and maintain records of students and their progress
- To be aware of and comply with school and ALET policies and procedures including safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person
- Attend meetings, e.g. staff meetings, open days, etc. as directed by the Head Teacher or Line Manager
- Adhere to the ethos of the school: - Promote the agreed vision and aims of the school - Set an example of personal integrity and professionalism
- First Aid duties

Principle Accountabilities

Knowledge and Understanding

- Have high expectations of all students and assist with the promotion/reinforcement of students' self-esteem and independence
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote positive values, attitudes and behaviour
- Work collaboratively with colleagues
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary

Teaching and Assessment

- Communicate effectively and sensitively with students to support their learning
- Promote and support the inclusion of all students in the learning activities in which they are involved
- Ensure that equal opportunities, bullying or harassment issues are dealt with and reported appropriately as they arise
- To assist with the supervision of, and encourage good behaviour amongst students
- To work with individuals or small groups as required

Professional Development

- Work with line management team to identify areas for professional development
- Demonstrate through good practice and feedback how the outcomes of professional development improve support for teaching and learning
- Contribute to the aspirations of the school in order to secure a high-quality education for students
- To attend relevant meetings/CPD as required / necessary, including whole school INSET days

Summary

- Promote equal opportunities for all students
- To contribute to discussions, with appropriate staff, on the development of programmes, activities and support for students
- Contribute to the preparation of teaching resources and materials
- Provide feedback to students and the teachers

Group/Employee responsibilities

Professional Conduct

All employees are expected to:

- Follow TGS 's Appraisal Policy
- Make the most efficient and effective use of human, financial and material resources
- Be aware of and responsive to the changing nature of TGS, adopt a flexible and proactive approach to work and contribute to a range of cross-site initiatives to facilitate the delivery of key business objectives
- Participate in TGS developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area
- Ensure compliance with all TGS policies, procedures and regulations and assist in the implementation of decisions
- Give good notice of any absence in line with the schools Absence Management Policy
- Adhere to general standards of conduct embodied in TGS policies
- Provide an education service which actively promotes equality of opportunity and freedom from discrimination, demonstrating that TGS encourages the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation
- Work within any legislation to which TGS is bound by law
- Make the most efficient and effective use of resources being aware of budget implications
- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students
- Responsibility to respect TGS Community and abide by the Equality policy
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures
- To provide the service in accordance with the Trust's Vision, Strategic Plan and Service Improvement Plans
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our stakeholders
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested
- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

Person Specification

QUALIFICATIONS AND EXPERIENCE	Essential or Desirable
Good general education to GCSE	E
Willingness to attend and participate in support staff introductory training esp Child Protection, Behaviour management, inclusion, SEN and Disabilities and Risk & Reflection	E
Wiling to attend Level 1 Child Protection Training	E
Education to A level or higher standard	D
Experience in working with students and families in a secondary school	D
Be first aid trained or willing to trained in this	D

TECHNICAL COMPETENCIES AND SKILLS	
Confidence in dealing with young people	E
Excellent personal and social skills	E
Able to use a range of strategies to deal with classroom behaviour and individual behavioural needs	E
The ability to communicate effectively orally in the English language	E
Experience of working with young people	D
Confidence with ICT	D
Has a range of classroom experience	D
Familiarity with the full range of school policies, particularly in regard to Health & Safety, equal opportunities and special educational needs (SEND)	D

BEHAVIOURAL SKILLS	
Actively enjoys working with children, has empathy and is sympathetic to their needs	E
A bright, warm personality	E
Professionally discreet and able to respect confidentiality	E
Ability to command and to show respect	E
Flexible approach to tasks	E
Confident and able to use own Initiative	E
Calm and confident in a classroom environment	E
Assertive, firm and fair	E
Firm, sensitive and effective approach towards students	E
Patient and resilient	E



**ACTIVATE
LEARNING**
EDUCATION TRUST

Transforming Lives
Through Learning

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