

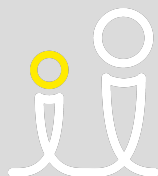
SENse Learning

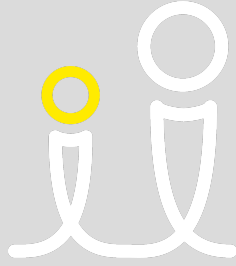
Education Mentor Recruitment Pack



*SENse
Learning **listens** to my
child, and has been able
to build secure and
trusted relationships*

PARENT AT SENSE LEARNING





Letter from our Managing Director

SENse Learning is an independent alternative provision that provides specialist education to children with additional needs who are out of school or struggling to attend. SENse Learning was founded in 2019 and has gone from strength to strength ever since! I am very proud of all the wonderful students who use our services and the high standards we achieve.

We are on a mission to ensure no child is left behind, by providing bespoke learning packages to students with additional needs. We believe that each young person is unique and that the right support can make a positive and lasting impact.

We put safeguarding at the forefront of what we do and this is included and embedded in our recruitment processes. Our policies and procedures are thorough to ensure we are always vigilant in keeping our young people safe.

I am very passionate about my job and what we do at SENse Learning. We have a strong, supportive community in SENse Learning. Our team is continually striving for innovation, excellence, engagement, and fun. We have a high success rate in our students re-engaging with education or employment after using our service.

We value our links with local authorities, schools and parents. The local authorities in which we work in, value and support our work and expect high standards of us. We are continuously developing our services, and now offer accredited exams and a wide variety of student groups like animal school, forest school and creative arts.

If you feel like you could fit in here and that your values align with ours, please do complete an application form.

Lucy McMann, Managing Director

About SENse Learning

SENse Learning is an independent alternative provision that was founded in January 2019. It currently operates in several local authorities across the South. SENse Learning provides education within the student's home, out in the community and also works closely with schools and colleges. We also provide group based learning in some of our areas.

- Key relationships with caring and experienced tutors
- Offers accredited exams through NCFE
- ASDAN and Arts Award Accreditation offer
- Works on the Functional Curriculum for our 11-25 year olds and a Pre Functional Curriculum for our Primary students
- Developed our own framework to base students on, based on the areas of their EHCP – the WILL (wellbeing, interaction, learning and life skills)
- Forest School provider
- A variety of student groups including, animal school, creative arts and a gaming group

Job Description: Education Mentor

Location: Various

Responsible to: The post holder will be responsible to individual Case Leads

Duties and Responsibilities:

Understanding of Needs:

- Developing strong professional relationships with children and young people who have complex needs and have often experienced significant difficulties in previous education settings
- Following the guidance in each person's individual plan/risk assessment, support them to manage their anxiety and behaviour in a positive way and to keep them and others safe
- Utilise a range of strategies in supporting the range of additional needs we work with

Planning and Delivery:

- Supporting children and young people to follow learning activities set by Case Leads
- Planning and preparing creative and interest based activities, following guidance provided by Case Leads
- Supporting children and young people on community outings and work experience, these may include activities such as mountain biking, walking, rock climbing etc.
- Working with other professionals involved with the student (SALT, OT) to deliver activities to meet children and young people's communication, social, sensory, physical, emotional and behavioural needs

Assessment and Paperwork:

- Documenting children and young people's progress using photographs/videos and written reports
- Completing the relevant sections of our tracking and monitoring system, LearnTrek including a daily log of attendance

Communication

- Communicating frequently and effectively with colleagues and families about the needs of the children and young people and regularly reviewing your strategies and practice as these needs change
- Attending half termly progress meetings with Case Leads to discuss next steps

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change. Such variations cannot in themselves justify a reconsideration of the grading of the post.

Due to the nature of this position, any offer of employment will be subject to a satisfactory checking report from the Disclosure and Barring Service at an enhanced level as well as receipt of, at least, two recent satisfactory professional references.

Benefits

SENse Learning believes in investing in its Associates and wants to make working for us an enjoyable and rewarding experience. So, as well as being a part of a team of specialists, you would benefit from the following:

- Hourly pay of between £18-£23 based on experience
- Term time only working (39 weeks of the year)
- Flexible working days and hours - you tell us when you want to work!
- Contracts of services for each student you work with (with a 2 week notice period)
- Frequent training days across the year
- Work related travel expenses (see below)
- Paid for activities, materials and resources for students you work with
- Associate referral scheme - £100 for the any associate you refer that joins us and starts with a student

Travel

For any mileage travelled over 30 miles per day or any miles travelled with a student in your car, you can claim for at 0.45p per mile.

Equal Opportunities

SENse learning is committed to ensuring equal opportunities for all associates and aims to achieve a diverse workforce in which associates can participate in successful work practices irrespective of their protected characteristics, socio-economic background skills and abilities. SENse Learning will not discriminate against students, Associates, volunteers or any individual involved in the business.

Person Specification: Education Mentor

| | Essential | Desirable | How assessed |
|--|-----------|-----------|--------------|
| Share our commitment to the protection, safeguarding and wellbeing of students | ✓ | | App/Int |
| Able to build strong professional relationships with students with complex needs, their families and your colleagues | ✓ | | App/Int |
| Have the enthusiasm to engage students in their learning and a good standard of; Literacy, Numeracy and ICT to be able to support their learning effectively and use our systems at SENse Learning | ✓ | | App/Int |
| Able to use your own initiative to meet and support student's varying and complex needs | ✓ | | App/Int |
| Able to react calmly to challenging situations and behaviour and demonstrate the resilience needed to support children with high levels of anxiety | ✓ | | App/Int |
| Have previous experience of supporting individuals with complex additional needs | ✓ | | App/Int/Ref |
| Have previous experience of supporting children or young people in an educational setting | | ✓ | App/Int/Ref |
| Have a clean driving licence, business insurance and use of your own car to transport children and young people to community outings and to work experience placements | ✓ | | Int |
| Attend compulsory induction training, first aid and CPI with SENse Learning prior to starting any contracts | ✓ | | Int |
| Are registered as self employed for tax purposes | ✓ | | Int |
| Keep up to date with your CPD through courses offered to you through SENse Learning including keeping up to date with all INSET days | ✓ | | Int |

Safer Recruitment Statement

SENse Learning takes its responsibility to safeguard children extremely seriously and is committed to promoting the welfare of children and young people in its provision. SENse Learning complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance'. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Application Stage

- All applicants are scrutinised to verify identity and academic or vocational qualifications
- Professional references are requested
- References must cover a period of the last 6 years of employment. As a minimum these should be from the two most recent employers
- References are checked against previous employment history and gaps in employment
- Professional references must be obtained from professional email addresses
- The application form requires applicants to complete a disclosure of any criminal convictions

Shortlisting Stage

- Only those candidates meeting the criteria outlined in the person specification will be shortlisted
- Applicants will be subject to online searches as part of due diligence checks

Interview Stage

- Those shortlisted will take part in an in-depth interview
- Candidates will be asked to address any discrepancies, anomalies or gaps in their application form this includes their employment history
- Candidates will be reminded of their responsibility to disclose criminal convictions that are subject to DBS check if they have not already done so on the application form
- Proof of right to work in the UK must also be provided at the interview

Appointment

- An enhanced Disclosure and Barring Service check (DBS) will be required for all appointed positions
- Fitness to work declaration will be required following appointment to ensure that a candidate has the health and physical capacity for the job
- Inclusion on our Single Central Record
- Further identity checks
- Compulsory attendance to our Induction, First Aid and CPI training