



GREENSHAW
LEARNING TRUST



Emotional Mentoring Support Assistant Recruitment Pack

**ALWAYS
LEARNING**

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Thank you for your interest in joining our school.

This is a unique and exciting opportunity for an inspirational candidate to join Broadwater School and further contribute to the life chances of young people in the school and across the trust.

In recent years Broadwater's popularity has grown in the local community and we are oversubscribed in every year group. The success of Broadwater has been fully supported by the local community and we appreciate the positive relationships we have with our families and other stakeholders.

Our standards are exceptionally high, classrooms are disruption free, pupils are hardworking, polite, and genuinely want to make a difference for themselves and those around them. Our latest Progress 8 score is likely to be north of 0.62 which would put us in the top 10% of schools nationally. We are committed to raising this still further in coming years. The new EMSA will be integral to this success.

Our latest Ofsted (July 2023) described the school as 'calm and orderly' and visitors often remark on how Broadwater looks and feels like a 'happy' school. Our school principles of 'Work Hard; Be Kind; Make a Difference' are central to all that we do.

Our school is committed to ensuring everyone is treated with respect, challenged to have high expectations and ambitious to reach their potential regardless of their starting point. This applies to staff and students alike.

Our Personal Development programme was judged as 'outstanding' by Ofsted in 2019 and we are particularly proud of our extra-curricular provision which can be found on our website. Every teacher is involved in ensuring this provision is 'beyond outstanding'.

Broadwater converted to an Academy and joined the Greenshaw Learning Trust in September 2020. This has been an exciting period and has given both students and staff a wealth of opportunities.

The Greenshaw Learning Trust is a 'family' of like-minded schools that collaborate to provide mutual support, share their good practice, and learn from each other, whilst retaining and developing their own distinctive character. The Greenshaw Learning Trust website www.greenshawlearningtrust.co.uk provides a clear picture of our aspirations and our vision for schools within the Trust; however, please do not hesitate to contact us to seek further information.

Please do also look at our school website <https://www.broadwater.surrey.sch.uk/> which gives a flavour of the school. Everyone who comes to look around comments about the positive ethos and exciting atmosphere. We welcome visitors at any time of the day, so if you would

like visit and get a feel for the school prior to submitting your application, you would be very welcome. Please email my PA Sonya Turpin s.turpin@broadwater.surrey.sch.uk to schedule a visit.

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The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty-five schools: seven in South London, five in Berkshire, one in Surrey, nine in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information Karen Carling kcarling@broadwater.surrey.sch.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours. If you would like to work in an incredibly supportive school with a highly visible SLT, disruption free learning and the best CPD opportunities then we would love to receive your application.



Lizzi Matthews
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,800 people and educates over 17,500 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Terms and Conditions

Line Managed by:	SENCO
Line Management:	Emotional Mentoring Support Assistant
Contract:	Permanent (Term Time Only)
Salary:	Surrey Pay PS5 FTE £24,977 - £26,886 Actual Salary £16,683 - £17,958
Hours of Work:	28
Place of Work:	Broadwater School
Medical Examination:	The appointment is subject to a satisfactory medical report.
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org
Holiday Entitlement:	The postholder will be paid an enhancement for holiday pay, which is included in the salary details above
Probation Period:	New employees are required to complete a six-month probationary period.
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Key Tasks:

To work with students with social, emotional and health difficulties. The exact nature of this role can evolve dependent on trends, staff development and the needs of the school.

- Offering 1:1 support to vulnerable students who have SEN or who have emerging mental health difficulties
 - Teaching students to recognise and control their emotions along with teaching coping strategies for life and school
 - Listening to students and offering impartial advice on any concerns or worries they may have
 - Follow 6-week programs to offer support in identified areas.
 - Produce new 6-week programs as and when required (depending on current trends)
- Producing visual materials to support students understanding along with visual support strategies to be given to students following the 6-week intervention Offering check-in and regular mentoring sessions with identified students
- Setting relevant targets for EHCP reviews
- Carrying out initial assessments to ascertain areas that need to be focused on, setting individual targets and tracking/documenting progress
- Planning challenging and appropriate learning opportunities for small groups of SEN students; enhancing and adapting these as required.
- Ensuring accurate records are kept of current caseload and shared within the pastoral team
- Attending weekly meetings with SEN department. Attending fortnightly meetings with the SENCO and COIN Centre Lead to discuss caseload.
- Ensuring that the SEN provision map is up to date with current caseload for costings
- Ensuring safeguarding guidelines are followed, recording all safeguarding concerns using CPOMS and escalating any concerns with the DSL team.
- Attend termly supervision with the Safeguarding Co-Ordinator for support and guidance on cases.
- Any other student support as directed by the Line Manager

Whilst every effort has been made to explain the main duties and responsibilities for the post, the list is not exhaustive and may not identify each individual task to be undertaken. The job description, in conjunction with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

PERSON SPECIFICATION – EMSA

Job Criteria	Essential
Qualifications	<ul style="list-style-type: none"> • GCSE (or equivalent) English and Maths
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of working with young people in an educational setting • Understanding of strategies for raising student performance • Experience of supporting the social, emotional and educational development of young people. • Experience of supporting and working effectively with others to meet common goals. • A good working knowledge of Safeguarding in schools • Experience in managing intervention groups • Experience of organising and delivering workshops, activities and learning experiences. • Experience of Microsoft Office packages including Word and Excel
Skills	<ul style="list-style-type: none"> • Highly organised, with the ability to plan and prioritise effectively. • Ability to work constructively as an individual and as part of a team. • Ability to work collaboratively with colleagues both within and outside of school. • Excellent verbal and written communication skills • Excellent numeracy and literacy skills • Able to communicate in an appropriate manner with all types of stakeholder. • Able to develop positive relationships at all levels. • Able to offer flexible and creative solutions
Abilities and Attributes	<ul style="list-style-type: none"> • Able to handle confidential information appropriately. • Reliable • Resilient • Adaptable • Focused on the need of the student • Ability to be a good ambassador

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 30th October 2023 Applications received after this date and time will not be considered.

We reserve the right to interview and offer prior to the closing date should exceptional candidates apply.

2. Shortlisting

Shortlisting will be finalised on 31st October 2023 Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews TBA. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact Karen Carling HR Manager,
k.carling3@broadwater.surrey.sch.uk 01483 520634.

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.