



Abbey School
for Exceptional Children

RECRUITMENT PACK

Graduate Programme Graduate Learning Mentor

Abbey School
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Welcome from the Principal

Welcome and thank you for your interest in Abbey School for Exceptional Children.

Our Independent day and residential school provides a unique environment of high-quality, evidence-informed education, nurture and care to young people aged 4-19 with autism whom may have additional learning difficulties and behaviours that challenge. We offer a comprehensive programme of support which ensures that all of our pupils' individual needs are met through highly personalised learning.

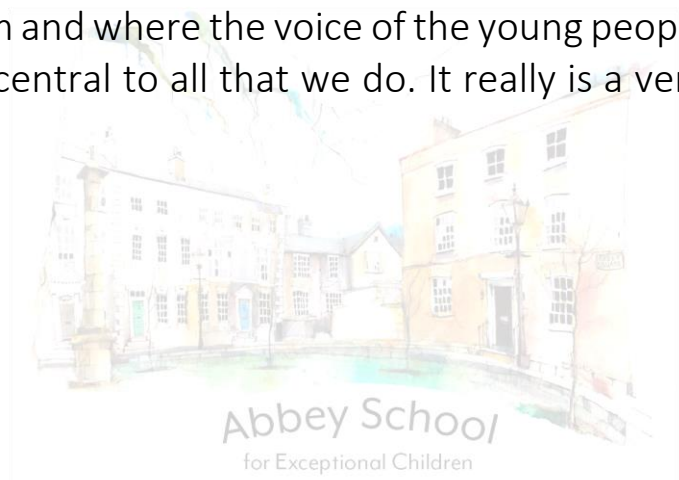
We are privileged to benefit from a truly wonderful location. Our school is housed in stunning Grade II* listed buildings, part of historic Abbey Square in the heart of the beautiful city of Chester. Our fantastic team of architects have designed a well-equipped and high-tech learning environment for us, whilst maintaining the beauty of the buildings and surroundings for our pupils to enjoy. We make full use of our environment and location with a creatively designed curriculum that includes focused learning and enrichment activities that support wellbeing. This enables all of our young people to experience growth, development and success.

Our highly skilled and specialist staff team includes teachers, learning and behaviour specialists, speech and language therapists and occupational therapists. This trans-disciplinary focus ensures that each pupil's individual needs are understood, accurately planned for and closely monitored as part of day-to-day school practice.

I am extremely proud to be the Principal of Abbey School, a place where pupil-centred practice is the norm and where the voice of the young people we support and their families is central to all that we do. It really is a very special place to work and learn.

Yours sincerely

Dr. Katy Lee



About our School

Abbey School is an Independent Day and Residential Special School for young people aged 4-19 years with autism whom may have additional learning difficulties and behaviours that challenge. We provide high-quality education and care in our beautiful Grade II* listed buildings in the heart of Chester. All young people attending Abbey School have an Education, Health and Care Plan (EHCP) with school places commissioned and funded via local authorities. Weekly, half termly or termly residential school places are available for young people who would benefit from a waking day curriculum. We work in close partnership with families and carers with support, information sharing and workshop opportunities available throughout the academic year.

Abbey School is aspirational for all of the young people that we support. This aspiration is captured in our vision, mission and values which are central to all that we do at Abbey School.

Vision

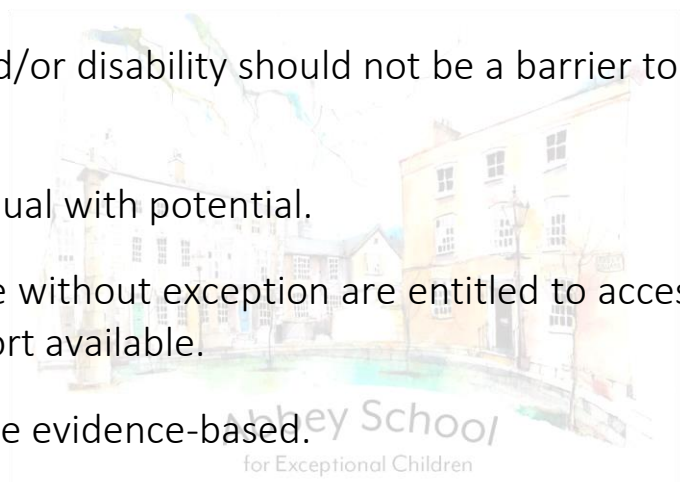
Our vision is that all children with exceptional needs receive a meaningful and fulfilling education that enables them to make their own choices about the direction of their adult lives.

Mission

Abbey School exists to provide the best education possible for young people with exceptional needs.

Values

- Special educational needs and/or disability should not be a barrier to a valued lifestyle.
- Every pupil is a unique individual with potential.
- All children and young people without exception are entitled to access the best education and support available.
- Best practices in education are evidence-based.



- Teaching and learning decisions should be evidence-driven.
- Clear goals make data-based decisions more numerous and effective.
- Education is for everyone and for the whole of a person's life.
- Learning is enabling, empowering and extends the boundaries of autonomy.
- If a pupil is not learning, it is the teaching that needs to change – the learner is always right.
- The pupil voice should be heard and respected.

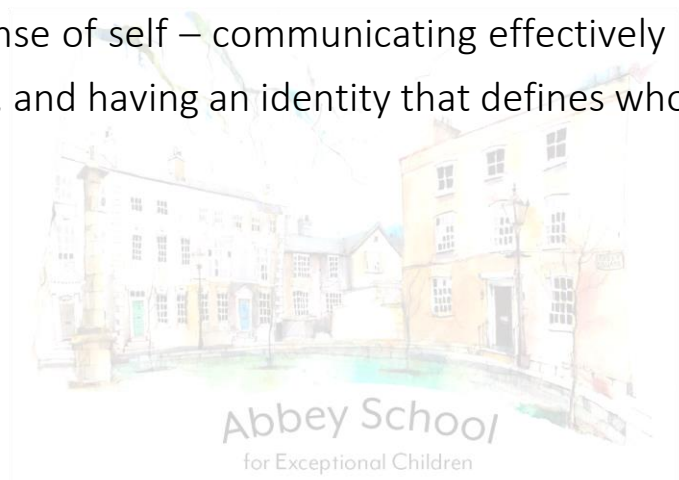
Every decision we make is framed in the context of the Abbey School **BAGS** model.

B – Belonging and connection – being part of a community and having a network of valued relationships.

A – Autonomy and control – having influence over day-to-day and life defining matters.

G – Gifts and talents – doing even better the things that are done really well, and learning to do things that are important but may not be done at all.

S – Speaking, listening and a sense of self – communicating effectively in a variety of ways not just speech, and having an identity that defines who I really want to be.



Job Description & Person Specification

Graduate Recruitment Programme Job Description and Person Specification

Job Title	Graduate Learning Mentor	Employer	Abbey School
Starting Salary	£1187.25 for three weeks Plus £500 as a summer retainer for those accepted onto a permanent role. If offered a permanent role, the starting salary is £21,350 per year.	Reporting to	Shadowing Class Team
Working Hours	35 hours per week 08:45-16:45 1 hour unpaid break	Line Manages	N/A

Abbey School is offering a bespoke training programme for ambitious graduates who are passionate about working with children and young people with special educational needs.

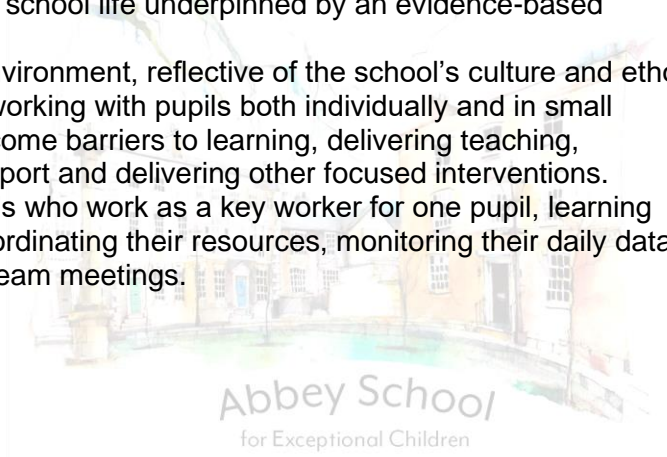
This training will take place between 4th July 2022 – 22nd July 2022 and successful graduates will be paid £1187.25 for this three week programme. If you are offered a permanent role at the end of this training programme you will be given a £500 retainer fee for over the summer holidays in August, and when you return in September as a full-time employee your salary will be based on the Learning Mentor job description, starting at £21,350 per year.

Our graduate training programme will include induction training which has been designed in strategic partnership with two leading UK universities, and you will also observe our skilled team of pupil facing staff deliver the highest quality of education. You will shadow our Learning Mentors, who work with pupils both individually and in small groups supporting them to overcome barriers to learning, delivering teaching, providing positive behaviour support and delivering other focused interventions. You will not be required to work on a 1:1 basis unsupervised throughout the training programme.

You will learn our core ethos and values, and have extensive theory and practical training to understand how best to support working with children and young people with autism whom may have additional learning difficulties and behaviours that challenge.

Role Purpose

- Shadow the class team, under the direction of the class teacher and trans-disciplinary colleagues, to learn effective and appropriate teaching, learning and behaviour support in all areas of school life underpinned by an evidence-based behavioural model of practice.
- Create a positive learning environment, reflective of the school's culture and ethos.
- Shadow Learning Mentor's working with pupils both individually and in small groups supporting them to overcome barriers to learning, delivering teaching, providing positive behaviour support and delivering other focused interventions.
- Shadowing Learning Mentor's who work as a key worker for one pupil, learning how to take responsibility for coordinating their resources, monitoring their daily data, and advocating for them within team meetings.



Responsibilities and Role

Teaching and Learning

- Shadow Learning Mentor's on how to support children and young people to experience positive wellbeing through appropriate learning and leisure activities and by creating a supportive ethos within the class.
- Work with other members of the team to create classroom and corridor displays that celebrate progress and support learning.
- Create and develop engaging and motivating learning resources.

Partnership Working

- Shadow Learning Mentor's on how to support parents to contribute to their child's learning and progress by observing how to share information through home/school communication channels.

Personal and Professional Development and School Improvement

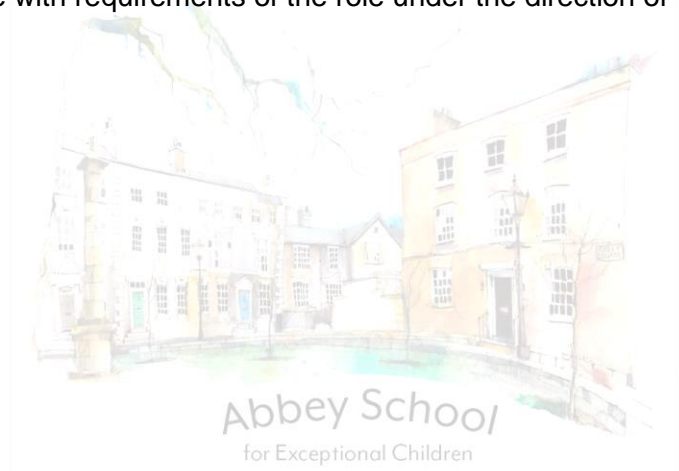
- Commitment to developing a clear knowledge of the Abbey School Model (ASM) and the evidence-based approaches that underpin it.
- Attend meetings called by school.

Common Accountabilities and Dimensions within all Roles

- Demonstrate the vision and values of Abbey School in everyday practice, upholding the schools' ethos at all times.
- Be responsible for ensuring that your own practice is consistent with Abbey School policies and procedures.
- Be responsible for your own effective professional communication, orally and in writing, to the right people at the right time.
- Be responsible for ensuring that your own responsibilities and accountabilities are clearly defined and understood and for managing your work and working proactively with your manager to that end.
- Uphold Abbey School policies to protect and safeguard pupils and vulnerable adults in order to secure their health, safety and wellbeing.
- Be responsible for ensuring that personal use of resources is efficient and effective and actively upholds Abbey School's policies.
- Commitment to promoting equality and diversity through assuming personal responsibility for implementing the school's policy on Equal Opportunities and inclusion for all staff and pupils.
- This role requires an Enhanced DBS check to be completed.

General

- To undertake any task in line with requirements of the role under the direction of the Principal.

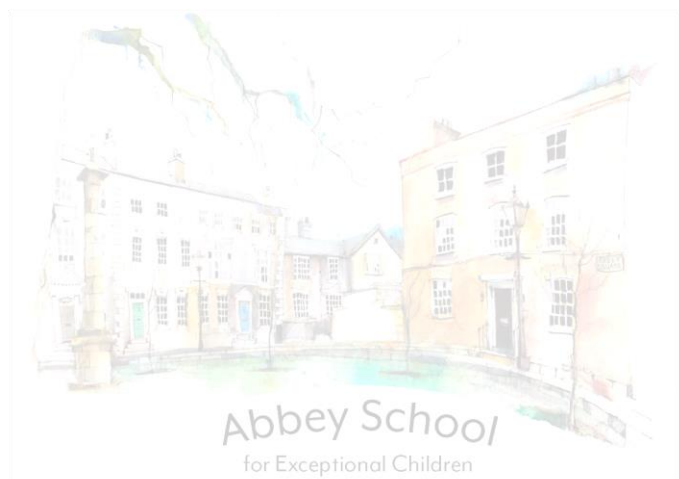


Person Specification

Criteria	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> - Five GCSE's or equivalent (including Maths and English). - Graduate level qualification in relevant field 	<ul style="list-style-type: none"> - Knowledge of safeguarding and child protection. - Positive Behaviour Support qualification or training.
Experience	<ul style="list-style-type: none"> - Experience of working with or caring for children or young people. - Proven ability to solve problems quickly and remain calm in a crisis. 	<ul style="list-style-type: none"> - Experience of working with children or young people with autism or special educational needs in a school, or health and social care setting - Experience of supporting children or young people with behaviour that challenges. - Experience of working in a fast-paced dynamic environment. - Proven ability to solve problems quickly and remain calm in a crisis
Skills & knowledge	<ul style="list-style-type: none"> - Flexible attitude to work and adaptable to the needs of the school. - Effective communication and interpersonal skills. - Ability to build effective working relationships with pupils and colleagues. - Effective team member. - Confident user of technology and software. 	<ul style="list-style-type: none"> - Demonstrable experience of understanding and a personal commitment to safeguarding and promoting the welfare of children and young people.
Personal qualities	<ul style="list-style-type: none"> - Demonstrates a personal commitment to safeguarding and promoting the welfare of children and young people. - Holds high aspirations for children and young people with complex needs and is passionate about providing learning opportunities for them. - Committed to equality and diversity. - Committed to excellence. - Committed to Positive Behaviour Support and evidence-based practice. - Emotionally and physically resilient. - Physically fit and active to meet the demands of the role. - Reflective practitioner. 	

Benefits of being a permanent full-time member of staff:

- Competitive salary
- Suite of staff benefits including pension scheme
- Technology appropriate for your job
- Comprehensive staff training programme
- Access to WeCare which is a 24/7 online GP, mental health support service, get fit programme and much more.
- Access to MediCash program for wellbeing benefits
- The opportunity to shape and improve the life chances of pupils with a disability, and in so doing, extend the prospect of an improved quality of life for family members and others



How to Apply

If you feel like you have the right qualities to join our exciting, innovative and exceptional school then please complete the school application form with a letter addressed to the Principal. Please ensure that you provide details of your skills and experience necessary for this position in your letter or personal statement. Application forms and letters can be emailed to recruitment@abbeyschool.com or sent by post to Abbey School, 10-11 Abbey Square, Chester, CH1 2HU.

Deadline

Fully completed application forms must be received as soon as possible.

Interviews

The interview will consist of a tour of the school, and a short formal panel interview.

Start Date

4th July 2022

Safeguarding Statement

Abbey School is committed to safeguarding and promoting the welfare and safety of all pupils and expects all staff and volunteers to share this commitment.

Child safer recruitment procedures operate and safeguarding checks will be undertaken including the uptake of references and an Enhanced DBS disclosure with barred list checks.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means that certain spent convictions and cautions are protected and do not need to be disclosed to employers. Further information about filtering offences can be found in the [DBS filtering guide](#).

Equal Opportunities Statement

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their age, disability, gender reassignment, race, sex, pregnancy and maternity, marriage/civil partnerships, religion/belief, or sexual orientation.

Working in Chester

Abbey School is situated in the beautiful surroundings of Abbey Square, located in the heart of historic Chester.



Chester has often been ranked as one of the best places to live in the UK with many good schools, thriving suburbs, a vibrant independent restaurant scene and new, award-winning cultural centre Storyhouse. It has good rail and motorway connections to major cities and the coast.

Chester is suitable for families and singles or couples with a good choice of city-centre accommodation and villages or suburbs within close commuting distance. To find an Estate Agent for sales or lettings in Chester visit [Best Estate Agent Guide](#) .For further information about living in Chester, please visit the [Tourist Information website](#) .

How to Find Us

We are located in [Abbey Square](#) next to Chester Cathedral, off Northgate Street.

By Public Transport

We promote sustainable travel and recommend that public transport is used where possible. Chester train station is a 5-10 minute walk away and is served by the following rail companies [Merseyrail](#), [Avanti West Coast](#), [Transport for Wales](#) and [Northern Rail](#). For Park and Ride information visit the [Cheshire West and Chester council](#) information page.

Parking

Visit the [tourist information site](#) for details of city centre car parks.

