

**LAKELANDS ACADEMY, Oswestry Road, Ellesmere, Shropshire, SY12 0EA**

**Tel: 01691 622543 Email:** **admin@lakelandsacademy.org.uk**

**We are hoping to recruit a successful candidate to the following position**

**Sensory and Physical Needs Key Mentor with Admin Support**

**Salary & Contracted Hours:**

Sensory and Physical Needs Level 2 Key Mentor 25 hours per week term time only, Grade 5 Scale Points 6-7 £13.05 - £13.26 an hour

Admin Support 10 hours per week term time only, Grade 6 points 8-11 £13.47 - £14.14 an hour

**Total Actual Salary:** £20,096 - £20,618 per annum

**Contract Term:** Permanent

**Sensory and Physical Needs Key Mentor;**

* will work within the Special Education Needs Faculty, supporting students with Sensory and/or physical needs (S and P).
* under the guidance of the SENDCo and teaching staff, will work within an agreed system of supervision, to implement agreed work, care and support programmes with individuals or groups, in or out of the classroom.
* will assist teachers over the whole planning cycle, with the management and preparation of equipment and resources and the professional work of teachers will be complemented by taking responsibility for specific learning activities under an agreed system of supervision.
* will with liaise closely with a range of outside agencies including SIS, Occupational Therapists, Bee U (CAMHS), the Educational Psychologist, Spectra and the School counsellor who will advise on strategies to maximise inclusion.

**SEND Admin Support - Annual Reviews;**

* will be responsible for supporting the SENDCo with the day-to-day administration of EHCP reviews and SEND support termly reviews
* will liase with Special Educational Needs Co-ordinator, teachers, SEND TAs, learning mentors, specialist mentors, Faculty Leaders, Year Leaders, Pastoral Support Mentors, LA representatives, external agencies and parents.
* will provide all those with involvement in Special Needs and Learning Support, the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching, including exam access arrangements.

**Closing date – Midday, Friday 3rd January 2025**

**Interviews to be held – Thursday 9th January 2025**

*This position is exempt under the Rehabilitation of Offenders Act 1974.*

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory Disclosure and Barring Service check (DBS).

**Applicants should be aware that, as part of our safer recruitment due diligence, we might undertake online searches.**

**To apply for this position or for more information please contact Alison Skone or Hannah Young on 01691 622543. Please send your completed application form to** **finance@lakelandsacademy.org.uk** **or via post to the address above by the closing date.**