

**Empowering futures:
for a better tomorrow**



Join us as our Inclusion and Protected Learning Room (PLR) Assistant at Newton Abbot College.

Scale 3, £25,583 pa - £26,403 p.a. FTE

(37 hours per week, Monday-Thursday 07:45-15:45 & Fridays 07:45-15:15 or Monday-Thursday 08:00-16:00 & Fridays 08:00-15:30 for 39 weeks per year)

Fixed term contract until 31st August 2026

Role available from 1st March 2026

Empower Students. Transform Futures.



**Newton
Abbot
College**

Proud to be part of



**Education
Trust**



Welcome

Everything we do across our family of 8 schools in our Trust is focussed on our mission to deliver a high-quality and inclusive education for our pupils.

At [Newton Abbot College](#), we believe in setting high standards. This conviction drives our commitment to supporting all students to ensure that they achieve more than they thought was possible. You will work alongside friendly, caring and diligent colleagues who approach their work with care and compassion.

Join us and be part of a school—where your contribution matters and makes a real difference.

Please take some time to learn a bit more about our school and our Trust, and what makes us, us, our values. We feel it is an exciting time to join us. We hope to meet you soon.

The role: Inclusion and Protected Learning Room (PLR) Assistant

Are you passionate about helping students overcome barriers to learning? Join Newton Abbot College as an Inclusion and Protected Learning Room (PLR) Assistant and play a vital role in creating a calm, purposeful environment where every student can thrive. Working closely with our Head of Inclusion, PLR Manager, senior leaders, and SEND team, you'll provide targeted support that helps students take responsibility for their learning and reintegrate successfully into lessons.

About the role

You will assist in the day-to-day running of the Inclusion Provision & Protected Learning Room, ensuring students receive appropriate work and guidance when temporarily removed from lessons. Your role is central to maintaining a safe, productive space and supporting students through reflection and intervention strategies that improve behaviour and learning outcomes.

What makes us special

Our staff team believe passionately in the power of education to transform lives. We are committed to providing the best possible educational experience that we can; an experience that

supports, challenges and inspires our students to achieve their potential and develop into well rounded, kind, resilient and responsible young people, who have a deep love of learning and a curiosity about the world in which they live.

We're looking for someone who:

- Has strong interpersonal skills and the ability to build positive relationships with students and staff.
- Is calm, adaptable, and proactive approach to managing challenging situations.
- Is committed to safeguarding and promoting the welfare of children.
- Must be organised and detail-oriented, with good record keeping and communication skills.
- Is a team player and is passionate about helping students succeed.
- Brings a positive attitude and a genuine love of school life.

In this role you will:

- Maintain a calm and purposeful environment in the PLR and Inclusion Centre at all times.
- Provide suitable work and guidance for students accessing PLR and Inclusion Centre.
- Record attendance, monitor progress, and manage resources effectively.
- Deliver 1:1 reflection sessions and interventions to support positive behaviour.
- Communicate with staff and parents regarding student progress and interventions.
- Collaborate with teachers and Heads of Learning to address barriers to learning.
- Use systems such as Class Charts and CPOMs to record and share updates.
- Support safeguarding processes and attend meetings as required.
- Assist with learning walks and transition support for students returning to lessons.

We offer:

- A role where your work really matters – make a meaningful impact on children's wellbeing every day
- A rewarding role in a positive environment
- The opportunity to work in a team who are invested in growing the potential of others
- Competitive package with generous career average pension scheme with employer contributions of 22.9%
- A term time only contract working 39 weeks per year
- Ongoing professional development

How to apply

If you'd love to make a difference to our students – we'd love to hear from you.

Please do take the opportunity to learn more about the role by viewing the detailed job description included on the following pages. To apply please complete our application form and take the

opportunity to share with us how your skills and experience meet the person specification in the job description. To learn more about the school please visit our website by clicking [here](#).

Alternatively, if you would like to discuss the role further or arrange for a tour of the school please contact Kate Rose, via email krose@nacollege.devon.sch.uk

The closing date for applications is **Monday 26th January @ 9.00am**. If you have any questions about this opportunity, please contact us via my new term or at recruitment@ivyeducationtrust.co.uk

Interviews will be held onsite **on Friday 30th January**.

We're totally committed to the safeguarding and welfare of all our pupils, and we expect you to be too. We follow safer recruitment statutory guidance (Keeping Children Safe in Education). If you're successful, you'll be required to complete thorough pre-employment checks, including an Enhanced DBS check and references that are satisfactory to our Trust. All posts in our Trust are exempt from the Rehabilitation of Offenders Act (ROA) 1974.



Job description

Post title:	Inclusion and Protected Learning Room (PLR) Assistant
School:	Newton Abbot College
Salary grade:	Scale 3 £25,583 pa - £26,403 p.a. FTE
Working hours:	37 hours per week, Monday-Thursday 07:45-15:45 & Fridays 07:45-15:15 or Monday-Thursday 08:00-16:00 & Fridays 08:00-15:30 (including a 30-min unpaid break), for 39 weeks per year
Contract type:	Fixed term until 31 st August 2026
Responsible to:	Head of Inclusion and PLR Manager

Key purpose of job:

You will assist in the day-to-day running of the Protected Learning Room (PLR) and Inclusion Centre, ensuring students receive appropriate work and guidance when temporarily removed from lessons. Your role is central to maintaining a safe, productive space and supporting students through reflection and intervention strategies that improve behaviour, wellbeing and learning outcomes.

Main duties

- To assist in the day to day running of the PLR and Inclusion Centre provision in terms of college processes and procedures, e.g., recording attendance and progress, co-ordinating and managing resources.
- To assist in the provision of appropriate work for students accessing PLR and Inclusion Centre when temporarily removed from normal lessons.
- To contribute to the smooth running of the PLR and Inclusion Centre by ensuring records and communications are kept up to date.
- To contribute to the college's drive on improving attendance through building high quality relationships and tailored support packages.
- To adopt an ethos of positivity and high standards through a culture of clear expectations, reward and celebration of success.
- To offer basic admin duties as required.
- To ensure the safety and welfare of vulnerable students.
- Dissemination of PLR and Inclusion Centre data to all staff to ensure effective communication.
- To identify patterns in PLR and Inclusion Centre visits to be able to address individual issues.
- To provide 1:1 reflection interventions for students, as appropriate.



- To use Class Charts and CPOMs to record and communicate interventions and updates on key students with all staff.
- To communicate with parents regarding internal suspensions and detentions and progress made.
- To collaborate with Head of Departments and teachers to address barriers to students learning within the lessons and also regarding the work undertaken in PLR.
- To establish constructive relationships with the Heads of Learning team, SEND team and all other staff as appropriate to ensure best possible outcomes for students.
- To support the corporate life of Newton Abbot College and project a positive image of the college.
- To be committed and sensitive in ensuring the quality of opportunity for students.
- To attend safeguarding meetings, as requested, to discuss key students.
- To undertake learning walks, as directed, to support key students and help their transition back in lessons.

Support team

- To support the achievement of the college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.

Other duties

- Place the safeguarding of all children in the school as the highest priority.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- Make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our school.
- Maintain an understanding of and work within Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equality and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- Conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



Person specification

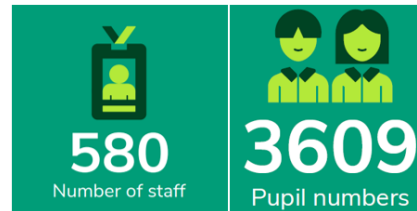
We are particularly looking for the following qualities and experience:


Assessment criteria - evaluated from application form (A) and / or interview (I)		Essential	Desirable
Qualifications:			
Grade 5-9 at GCSE Maths and English or equivalent (A)		✓	
Educated to degree level (A)			✓
Experience:			
A proven track record of working with young people (A,I)		✓	
Working with secondary school students across KS3 to KS4(A/I)			✓
Working knowledge of processes, procedures and systems within an educational environment, including Arbor & CPOMS (I).			✓
Knowledge:			
Knowledge and understanding of the importance of safeguarding children (I)		✓	
Working knowledge of Microsoft Office packages including, Outlook, Word, Excel and PowerPoint (A/I)		✓	
Skills:			
Ability to listen and to interact well with children (A/I)		✓	
Ability to work calmly and professionally under pressure (A,I)		✓	
Ability to work closely with other adults to meet the needs of children (I)		✓	
Ability to form and maintain appropriate professional relationships and personal boundaries with pupils (I)		✓	
Ability to maintain discipline in line with school policy (I)		✓	
Flexible approach with the ability to adapt quickly to changes in routine (A/I)		✓	
Competent user of IT, able to use IT systems for communication and to maintain up to date records and information (A,I)		✓	
Commitment to school improvement and raising outcomes for all pupils (A/I)		✓	



Assessment criteria - evaluated from application form (A) and / or interview (I)		Essential	Desirable
Ability to learn new systems quickly and effectively (I)		✓	

Our Trust






Our Schools

We support 8 schools/colleges, (5 primaries and 3 secondary schools) across Teignbridge in South Devon. Each of our schools has its own identity and character. Choice and variety in educational provision is important to us.

Connected not just by our geography, we work closely across our schools and with partners to share ideas, resources, best practice and learning. We are constantly working to improve and develop our provision.



Cockwood Primary School	
Kenn Church of England Primary School	
Kenton Primary School	
Starcross Primary School	
Teignmouth Primary School	
Dawlish College	
Newton Abbot College	
Teignmouth Community School	



Our vision and mission define our purpose.

Our vision: 'Empowering futures; for a better tomorrow'

Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

Our why:

Our mission describes why Ivy exists: 'To deliver an ambitious, high-quality, inclusive education'.

Our how:

Our values are what make us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.

Being Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

Courage

- Be bold
- Take changes
- Seize opportunities
- Take ownership

Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.

At Ivy Education Trust we are committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. All employees are expected to undergo an Enhanced Disclosure and Barring check and pre-employment checks.

Please note – our Trust operates a Smoke-Free Policy, and all staff and workers are prohibited from smoking in any of the Trust buildings, Trust sites including enclosed spaces within the curtilage of buildings, and Trust vehicles.

