



**Learning Mentor**  
**City of Derby Academy**  
**Permanent**  
**37 hours per week, 39 weeks per year**  
**Scale 5 £24,496 - £26,845 FTE (£20,782 - £22,774 pro rata)**

QEGSMAT are seeking to appoint an enthusiastic Learning Mentor to join our hardworking and high achieving team at City of Derby Academy.

The role of the Learning Mentor has never been more important as we continue to build our SEND provision in order to meet the needs of all our learners. The successful applicant will be a kind, resilient, nurturing, well qualified individual who understands the importance of relationships, patience, understanding and respect, whilst managing to respond to the complex needs and requirements of our students.

City of Derby Academy is a vibrant and successful school with the vision of 'improving the life chances of all students'. We do this by providing engaging and enjoyable learning experiences over a broad and balanced curriculum. The key to our success are our passionate staff who work with our students to develop personal and academic success.

City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

**Why work for us?**

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.68% for support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also 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 an Enhanced DBS check and be eligible to work in the UK. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 270450 - further details about our school can be found on our website: <https://www.cityofderbyacademy.org/>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

<b>Closing date for applications:</b>	<b>4<sup>th</sup> October 2023</b>
<b>Interview date:</b>	<b>9<sup>th</sup> October 2023</b>
<b>Salary:</b>	<b>Scale 5 £24,496 - £26,845 FTE (£20,782 - £22,774 pro rata)</b>
<b>Potential Start date:</b>	<b>ASAP</b>



## **JOB DESCRIPTION**

<b>Post Title:</b>	Learning Mentor
<b>Reporting to:</b>	Assistant Headteacher - SENCO
<b>Responsible for:</b>	Supporting SEND students in lessons and the wider school.
<b>Scale:</b>	Scale 5 £24,496 - £26,845 FTE (£20,782 - £22,774 pro rata)
<b>Disclosure Level:</b>	Child Workforce - Enhanced, Childs Barred list

### **PURPOSE OF THE POST:**

To offer academic, personal and emotional support and guidance to our young people not only within the classroom but throughout the wider school, therefore improving life chances.

### **Main Duties**

#### **Responsibilities and Duties:**

- Work closely with teaching staff at the Academy to address the needs of students requiring particular help to overcome barriers to learning, and to provide a range of strategies to help pupils achieve their full potential by further developing their skills.
- To support identified students both in the class room and in the Extended Learning department. This may include physiotherapy and hydrotherapy sessions.
- To Support learning and behaviour for individual and for groups, as directed.
- Support the corporate life of the Trust and project a positive image of the Trust.
- To work collaboratively with the Trust colleagues and to contribute towards the quality of teaching and learning and achievement and behaviour for all students to encourage self-esteem and progress so students can be the best they can be.
- Support the efficient, effective, economic and safe use of resources, having due regard to the policies of the Trust.
- Contribute to the production, monitoring and review of effective resources and action plans in line with the Trust's defined objectives and performance targets.
- Develop skills to meet the requirements of the post and to respond flexibly in order to meet the needs of the Trust and identified students with SEND.
- Act responsibly in order to build mutual confidence and respect and foster effective working relationships with all.
- Act as a role model, challenge and motivate, promote and reinforce self-esteem and establish productive relationships with students.

- Be committed and sensitive in ensuring equality of opportunity for pupils.
- Ensure that the legal, statutory and other relevant provisions governing of affecting the Trust are strictly observed.
- Ensure that target groups of students are supported.
- Ensure that senior staff, the line manager, SENCO and relevant teaching staff and year heads are kept informed about each student's progress and that all support is in line with the Trust's expectations, policies and practice.

### **Key Responsibilities**

- Have a clear focus with a target group of pupils of improving their attainment and behaviour.
- Provide senior staff with relevant information about students in order that students needing support can be identified effectively and appropriate interventions agreed.
- Work with other staff to draw up and implement action support and interventions for students with SEND.
- Provide a range of opportunities for the target group of pupils to support them in achieving their targets, both in a 1:1 or group setting
- Maintain regular contact, where appropriate, with families of SEND STUDENTS to keep them informed of the student's progress. To secure positive family support and involvement in the pupil's education.
- Work closely with the SENCO and Class Teacher to ensure that the needs of the students are planned for, and me.
- Monitor, evaluate and report on the success of all interventions and support the SENCO.
- Have full knowledge and appreciation of the range of activities and interventions in an academic setting.
- Take part in all appropriate INSET as identified by the Trust.
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All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.



## Person Specification – Learning Mentor

Criteria	Essential	Desirable	Evidence
Qualifications	<p>Good basic education to GCSE level in literacy and numeracy, or the equivalent</p> <p>GCSE English and Maths A* - C or equivalent</p>	A relevant qualification in Childcare and/or Education	<p>Application form</p> <p>Certificates</p>
Experience	Experience of working with children	<p>Being a paid worker in play schemes, crèches, midday supervision, after-school clubs or similar</p> <p>Currently working as a learning mentor or teaching assistant</p>	<p>Application form</p> <p>Selection process</p> <p>References</p>
Skills	<p>Able to:</p> <ul style="list-style-type: none"> <li>• help professional staff to achieve their objectives;</li> <li>• assist children on an individual basis, in small group and whole class work;</li> <li>• explain tasks simply and clearly and foster independence;</li> <li>• supervise children, and adhere to defined behaviour management policies;</li> <li>• accept and respond to authority and supervision;</li> <li>• work with guidance, but under limited supervision;</li> <li>• liaise and communicate effectively with others;</li> <li>• demonstrate good organisational skills;</li> </ul>	<p>Able to:</p> <ul style="list-style-type: none"> <li>• monitor, record and make basic assessments about individual progress</li> <li>• suggest alternative ways of helping children if they are unable to understand;</li> <li>• describe, in simple terms, the process of behaviour management with children;</li> <li>• identify gaps in their own experience that they need help in filling;</li> <li>• demonstrate the ability to learn and adapt from past experience.</li> </ul>	<p>Application form</p> <p>Selection process</p> <p>References</p>

	<ul style="list-style-type: none"> <li>reflect on and develop professional practice;</li> </ul> <p>display work effectively, and make and maintain basic teaching resources</p>	<ul style="list-style-type: none"> <li>Be a confident swimmer</li> </ul>	
Knowledge	<p>Have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>the needs of young children;</li> <li>child development and the ways in which children learn;</li> <li>the roles played by various adults in a child's education;</li> <li>behaviour management strategies;</li> <li>equal opportunities</li> <li>safeguarding</li> </ul>	Has worked with secondary or Primary students with SEND	<p>Application form</p> <p>Selection process</p> <p>References</p>
Personal qualities	<ul style="list-style-type: none"> <li>Ability to work flexibly in order to meet the demands of the job.</li> <li>Enthusiastic, hardworking and assertive</li> <li>Excellent attendance and timekeeping record</li> <li>Meet deadlines and respond to unplanned situations</li> <li>Ability to work as part of a team and on own initiative</li> <li>Self-motivating with the ability to multi task</li> <li>Commitment to the highest standards of child protection</li> <li>Recognition of the importance of personal responsibility for Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>Desire to enhance and develop skills and knowledge through Continuous Professional Development</li> </ul>	<p>Application form</p> <p>Selection process</p> <p>References</p>

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_