



LEARNING MENTOR RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and four secondary schools located in Coventry, Warwickshire and Leicestershire. We have 6,000 pupils in our schools and nearly 850 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





President Kennedy School is an outstanding school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

Sam Rooke, Headteacher

JOB TITLE:	LEARNING MENTOR
OPPORTUNITY:	<p>This is an exciting time to join The Futures Trust. We are seeking to appoint an excellent Learning Mentor to provide a complementary service to that provided by teachers, pastoral staff and our Inclusion Team. Learning Mentors provide additional support which supports the needs of students in order to overcome barriers to learning inside and outside school so they may achieve their potential.</p> <p>Under the supervision of the College Director you will contribute to raising standards of attainment and support progress, improving attendance, and help students to maintaining good standards of behaviour.</p>
REPORTING TO:	College Director
LOCATION:	Based at President Kennedy School with a requirement to travel to work at or for schools in the Trust
SALARY/HOURS:	Grade 4 - £20,947 - £23,969 pro-rata salary 37 hours per week, 39 weeks per annum
BENEFITS:	<ul style="list-style-type: none"> • Competitive rates of pay • Extensive professional development opportunities across the Trust • Career pathways across the Trust • Teacher/Local Authority Pension Schemes • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Learning Mentor

“President Kennedy School is committed to ‘building brighter futures’ for all. They embody this ambition wholeheartedly. Pupils are proud and happy to be a part of this inclusive and diverse school where they excel both academically and personally. The caring nature and positive relationships between pupils of all ages, and staff, **is what makes this school such a special place to be**” – OFSTED December 2023

President Kennedy School is an outstanding school that is committed to Building Brighter Futures for all of its students. It is also an extremely special school that serves its local community.

A crucial part of building bright futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. For this to be successful though we need to ensure that our core values are lived and breathed in everything we do. We have 3 core values:

1. Students First
2. It’s about Learning
3. No Barriers

If you are passionate about working with incredible young people and helping them reach their potential, then this role could be exactly what you’re looking for.

You will be joining an exceptional team of specialist Learning Mentors who are either attached to a College (horizontal Year Group) or who support our Hub Team (Learning Support Centre). All Learning mentors have the opportunity to experience high-quality CPDL which supports the range of needs across the school and ensures that all students continue to achieve great outcomes. The Learning Mentor team continue to innovate and develop the curriculum and intervention so it is diverse, inclusive, relevant, and engaging for our students and form part of our Inclusion team.

President Kennedy School, and the Futures Trust, know that for us to really put students first then we must put staff first as well. Therefore, if you are interested in seeing how you can help us build brighter futures or are interested in visiting us to explore the role further then please email Tyson Lane (Deputy Headteacher) at Lanet@pks.coventry.sch.uk

We look forward to receiving your application.

JOB DESCRIPTION

To provide a complementary service to that provided by teachers and pastoral staff and Inclusion Team in order to address the needs of students who need help and support to overcome barriers to learning inside and outside school to achieve their potential.

To contribute to raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.

Duties and responsibilities

- Develop positive one to one mentoring relationships with an identified group of students who need support to overcome barriers to learning.
- Work collaboratively with the college team, teachers, pastoral and inclusion staff, Attendance Officers and other agencies to identify student with barriers to learning and at risk of disaffection in order to ensure that they receive support.
- Ensure regular attendance of students on case load by transporting them into school as necessary.
- To use SEND pupil profiles with students and staff to remove barriers to learning.
- Devise, implement and evaluate individual student action plans for student identified as needing support, working with teachers and other staff.
- Offer small group work targeting particular areas of need. This should be established on the timetable throughout the year.
- Establish and maintain home/school liaison with the families and carers of student receiving support in order to keep them informed about student needs and progress, and to secure positive family and carer involvement and support.
- Establish good relationships and work closely with other agencies who may also be involved in supporting a targeted student –e.g. CAF workers, L&BSS, CAMHS and external charities or youth support groups – so that the needs of the student concerned are met in a focused and integrated way.
- Develop a full understanding and knowledge of the range of agencies and activities, which can provide support to vulnerable students.
- Promote the efficient and effective transfer of student information at points of transition and support student during transition in line with policy and practice.
- Encourage positive attitudes to students receiving support and a shared understanding of their needs within the school.
- Network with Learning Mentors in this and other schools to ensure identification and dissemination of best practice.
- Liaise and meet regularly with the designated senior manager to report and discuss the progress of targeted students and to take the appropriate action as agreed.
- Attend meetings and Parent Consultation events as required.
- Provide evidence of using the impact of this intervention as required by the line manager using a consistent approach to reporting outcomes.

Line management

The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Learning Mentor are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSE English and Maths at Grade C or above or equivalent Educated to at least A level standard or equivalent qualification 	<ul style="list-style-type: none"> Evidence of a higher level qualification, e.g. degree and/or relevant experience commensurate with role Particular strength in English and/or Maths 	Application form Certificates
Skills and Abilities	<ul style="list-style-type: none"> Highly organised; can prioritise and work well under pressure. Able to work within set timescales and meet deadlines. Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, other professionals and parents Able to communicate to and monitor the effectiveness of external agencies To liaise effectively with Subject Leaders, Student Support to remove barriers to learning Strong ICT skills and the ability to interpret and use data to inform effective learning strategies. Able to be proactive, pre-empting student needs. Able to understand curriculum content and have the ideas and creativity in order to engage students with their learning. Able to implement action plans for individual and groups of students. Able to adapt and modify materials and resources, making them accessible and 		Application form Interview

	<p>inspiring students to achieve.</p> <ul style="list-style-type: none"> • Able to support with the implementation of the school's Behaviour Policy. • Able to work as an effective team member and work on own initiative. • Able to maintain confidentiality and data security. • Able to consistently produce high quality work • Be able to form professional relationships with students, some of whom may have additional needs. 		
Experience	<ul style="list-style-type: none"> • Providing individual support for children and young people • Genuine desire to help young people from disadvantaged backgrounds succeed. • Be able to guide and coach students, offering specific support such as anger management, building self-esteem and self-awareness. 	<ul style="list-style-type: none"> • Experience of classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work • Proven ability to use and understand assessment data. 	Application form Interview
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of the different ways students learn. • Understanding of the needs and characteristics of young people and their families. • Understanding of the roles played by various adults in the education of young people and their families. 		Application form Interview
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of The Trust: Students First, It's about Learning, No Barriers. • Able to work calmly under pressure and withstand stress 		Interview

	<ul style="list-style-type: none">• Able to work flexibly, and to attend meetings and INSET days as required		
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HOW TO APPLY

CLOSING DATE:	Monday 19 February 2024
INTERVIEWS:	w/c Monday 19 February 2024

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- President Kennedy Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.