Baines School
Nil Sine Labore



Learning Mentor

Part-time (30 hours), term time.
Temporary 1 Year Contract

Grade 5, SCP 6-11 (£25,989-£28,142 Pro Rata)
(The salary shown is based on a full year and full-time post)

Start Date: 1st September 2026



Welcome to Baines School!

Thank you for your interest in the post of Learning Mentor at Baines School. I am proud to be the Headteacher here and am delighted that you are interested in joining our team at this exciting time of change. Baines School is a special place that has great potential to be the most wonderful place for learning and personal development. There are so many positives to share on our journey of improvement.

I joined the school on the 1st September 2018 as Deputy Headteacher and was appointed as Headteacher in 2023. My vision for both staff and students is to '*Encourage*, *Engage*, *Empower*'.

We have recently had an Ofsted inspection and will update the advert as soon as the report, which is imminent, is published. We would strongly welcome you read the new Ofsted report. Due to the improvements, we have seen, along with an improved culture and results over the past two years, Baines is regaining its good reputation. We have wonderful students and staff and they have risen to the challenges of raised expectations, curriculum change and a focus on teaching and learning.

Baines School is steeped in a rich history thanks to our founder James Baines in 1717. The year 2017 celebrated 300 years since the school first started and 2018/19 was a special year as we commemorated 40 years since the school became co-educational and saw the first intake of girls. We have a very supportive Former Pupils Association with a number of social events during the year. There is a fantastic loyalty to the school with generations of families studying at Baines as well as a number of staff and governors who are also former pupils themselves.

Our catchment serves the areas of Wyre and Fylde, and Blackpool. We have an extremely mixed intake with some pupils from Blackpool which is an area of significant coastal deprivation, with approximately 34% of students from disadvantaged backgrounds. Our population has a prior attainment above the national average, and we have a lot of students who have exceedingly high aspirations, many of whom have gone on to Russell Group Universities.

The ideal candidate:

- Will be flexible and able to work as part of a team
- Have previous experience of using a range of communication techniques

We will offer you:

- excellent CPD opportunities
- friendly and vibrant staff and students
- staff and governors who are loyal to the school
- support from school leaders across other schools
- the opportunity to be part of a school improvement journey

I hope this pack gives you an insight into our school and encourages you to apply.

Nil Sine Labore – Nothing Without Effort

Regards



Clare Doherty
Headteacher

Application Details

Learning Mentor
Grade 5
SCP 6-11
Part Time (30 Hours)
Temporary 1 Year Contract

Closing date for the receipt of completed applications: 12 noon Monday 29th June 2026.
Interviews: week commencing 6th July 2026.

This post will be with effect from 1st September 2026

Please note: Receipt of an application will be acknowledged by email. Subsequently, if you have not been contacted within one week of the shortlisting date, you should assume that your application has been unsuccessful.

It is our policy to take up references for shortlisted applicants from their present employer and one other referee. It would greatly assist the process if you were able to supply email addresses for all the referees on your application form.

Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed (these will be asked for on the day of interview). All appropriate safeguarding and attendance at work checks will be requested.

Applicants are asked to provide an application form that must be fully completed and legible. A supporting statement of no more than 2 sides of A4 (minimum font size 11), should be clear, concise and related to the specific post. We would prefer applications to be returned by email to Ms P Fellows, School Business Manager: pfe@baines.lancs.sch.uk

Job Description



Job Description Learning Mentor

Hours: 30 hours per week

Accountable to: Headteacher and School Business Manager

Line Managed: Learning Support Manager

Purpose of the role:

In liaison with teaching staff, mentor or support pupils directly to overcome barriers to learning

Key Duties

- To supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
- To assist with the development and implementation of Pupil's Education and Health Care Plans or Learning Support Plans
- Liaise with teaching staff to provide particular support to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning including nurture groups.
- Provide input to the identification of needs, assessing those pupils needing extra support and the development of individual action plans for targeted pupils
- Work in a one-to-one relationship with targeted pupils to implement an action plan
- Assist in maintaining contact with pupils' families/carers to inform them of progress and issues
- Provide extra support to pupils through knowledge of a range of activities and opportunities available to them
- Support pupil access to out of school facilities and study support
- Collate information and maintain records of pupil achievement and attendance.
- Provide support and advice to pupils to promote their social care and personal development
- Assist in resolving relationship issues between pupils
- Oversee support packages for pupils to reintegrate them into school following periods of

exclusion / absence

- Manage the supervision of pupils excluded from or not otherwise working to a normal timetable
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To accompany students on visits
- Be responsible for monitoring of individual action plans
- Implement a programme to monitor homework
- To work within school policies and procedures
- To take care of their own and other people's health and safety

Individuals in this role may also:

- Take part in the provision of out of school activities
- Support the transition of pupils between phases
- Assist and resolve relationship issues between pupils
- Oversee support packages for pupils to reintegrate into school following periods of exclusion/absences
- Manage the supervision of pupils excluded from/not otherwise working to a normal time table
- Implement programme to monitor homework

General Duties

- To work within school policies and procedures.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues
- Any other appropriate duties as requested by the Headteacher

Person Specification



How it will be assessed is A (Application form), I (Interview), R (References)

A Training and Qualifications

Quality	Essential	Desirable	How this will be assessed
GCSE or equivalence in English and Mathematics at Grade C/5 or above	Yes		A
Excellent ICT skills(using Microsoft office) /ICT qualification	Yes		A/I
First Aider (or willingness to be trained to become a First Aider)		Yes	A/I
Qualifications at NVQ Level 3 or equivalent in a relevant field		Yes	A

B Professional Knowledge and Experience

	Essential	Desirable	How this will be assessed
General administrative experience	Yes		A/R/I
Working with young people	Yes		A/I
Experience of working in a school		Yes	A/I
Working knowledge of the practices, processes and procedures relevant to the role	Yes		A/I
Proven ability to work under pressure and meeting tight deadlines	Yes		A/I

C Skills

	Essential	Desirable	How this will be assessed
Work well in a team	Yes		A/I

Interpersonal Skills	Yes		A/I
Have strong ICT skills, e.g. SIMS (Schools Information Management System)	Yes		A/I
Understanding of confidentiality	Yes		A/I
Undertake administrative jobs accurately and efficiently	Yes		A/I
Strong communication skills – written and verbal	Yes		A/I
Confidence when liaising with others – face to face/over the telephone	Yes		A/I
Good organisational skills	Yes		A/I
Ability to multitask and prioritise work load	Yes		A/I
Work on own initiative	Yes		A/I
Relate well to young people	Yes		A/I
Ability to keep calm under pressure	Yes		A/I
Complete work with pride	Yes		A/I

D Other

	Essential	**Desirable**	**How this will be assessed**
Good attendance record from previous employment	Yes		A/I
Willingness to undertake personal and professional development and training	Yes		R/I
Flexibility, self-motivation and willingness to take on new challenges	Yes		A/I
Commitment to safeguard and promote the welfare of children and young people	Yes		A/I
Professional presentation of self to students, staff and the public	Yes		R/I
Willingness to undertake personal and professional development and training	Yes		I

E Safeguarding

	Essential	Desirable	How this will be assessed
Displays commitment to the protection and safeguarding of children and young people	Yes		A/R/I
The ability to form and maintain appropriate relationships and personal boundaries with young people	Yes		A/R/I
Will co-operate and work with relevant agencies to protect young people	Yes		A/R/I

F Application Form and Letter

*The appropriate application form should be **fully completed** and legible. The letter should be clear, concise and related to the specifics of the post.*

G Confidential References and Reports

Two referees should be nominated, including one from your current or most recent employer.

	Essential	Desirable	How this will be assessed
A positive reference from current or most recent employer	Yes		R

In addition to an application form, applicants are asked to complete a supporting statement of no more than 2 sides of A4 (minimum font size 11). The statement should be clear, concise and related to the specific post.

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post, however, it is more likely that they will be more fully assessed during the interview process and from the references.