

Bishop Justus CE School

www.bishopjustus.bromley.sch.uk

Application Pack

Alternative Provision Mentor

Required: Immediate Start





Alternative Provision Mentor

We are very pleased to advertise for the position of Alternate Provision Mentor at Bishop Justus Church of England School. Our successful candidate will be responsible for supervising students who are referred to the provision, maintaining high standards of behaviour and work at all times. Our successful candidate will be able to demonstrate a good understanding of safeguarding issues. Applicants should be professional, personable and committed to providing an excellent service, and above all else our appointed candidates will have a positive work ethic and can-do attitude.

Our ideal candidate will:

- Have a flexible attitude;
- Good communication and organisational skills;
- Strong IT skills, use of Microsoft Office applications is essential;
- Good time management skills and the ability to prioritise tasks;
- Experience of administration or related field;
- Excellent attention to detail; and
- A good sense of humour.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- **Closing date for applications:** 28th March 2025 - noon
We reserve the right to withdraw a Vacancy advert, should we find a suitable candidate

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** 4th April 2025

APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** Immediate Start

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to recruitment@bishopjustus.bromley.sch.uk.

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



JOB DESCRIPTION

DETAILS

Job Title: Alternate Provision Mentor

Grade: A6

Hours: 36 hours per week, 39 weeks per year

Full Time Salary: £31,874.00 p.a. - £35,654.00 p.a.

Actual part time range: £27,295.25 p.a. - £30,532.24 p.a.

Accountable to: Assistant Headteacher

THE ROLE

- Take specific responsibility and accountability for the day-to-day management and organisation of your area.
- Be an excellent practitioner.
- Have an impact on educational progress of vulnerable pupil groups.
- Assist in the smooth running of all appropriate intervention programmes (e.g., SEND, BESD, LAC).
- Perform detailed evaluation of specialised information or work-flow processes, highlighting and prioritising issues for further investigation and preparing reports to support decision making.
- Be responsible for implementing changes to service provision.
- Provide a pastoral mentoring service that meets the needs of students who require help in overcoming barriers to learning, both inside and outside school, that prevent them from achieving their full potential.
- To work alongside the school counsellor and key members of staff to ensure intervention programmes are personalised for all targeted students.

SKILLS/KNOWLEDGE

- In-depth knowledge and experience of relevant specialised software, policies, and processes, gained through significant practical experience and/or through formal training.
- Have experience of and ability to understand, conceptualise and interpret service requirements.
- Will have a clear understanding of the pre-determined standards and regulations for the conduct and output of the role.
- Ability to communicate clearly, clarifying requirements, responding to students, staff, and external agencies.
- Effective planning, organising and prioritising abilities.
- Ability to plan or schedule workdays and weeks ahead, and to respond to changing pressures or requirements.

SUPPORTING STUDENTS

- Be a main point of contact for students with additional learning needs within the school, whilst they are accessing provision.
- Provide supportive presence around the school for targeted students.
- Inform tutors of any friendship issues with students, bereavement, problems at home, daily pastoral issues etc. which they may be able to support.
- Help students with planning, organisation, relationships, etc.
- Meet with students on a one-to-one basis or in small groups to target specific needs.



- Facilitate home-school communication, liaise with referrers (YCs/LDs/SENCo) and be the main point of contact especially for students experiencing difficulties, when agreed.
- Monitor student behaviour and maintain accurate records adhering to the school's systems and procedures.
- Establish and develop creative intervention strategies.
- Liaise with external agencies as required.
- Supervise referred students with regards to independent study, behaviour issues, supporting with study skills, independent study on computers, coursework completion etc.
- Reward positive conduct and achievement in line with school policies and procedures.
- Develop opportunities to encourage student voice.

SUPPORTING SEN, PUPIL PREMIUM AND VULNERABLE STUDENTS

- Receive advice from, the Senior Leadership Team, SENCo and the Learning Directors (LDs) regarding those who may need support and nature of support required.
- Collate evidence for CAF forms, PEP forms, or for specific agencies.
- Support annual reviews if requested.
- Visit teaching rooms and tutor groups to observe named students in their normal learning environment.
- Collect evidence regarding SEN provision and PP provision e.g., SIRs, Boxalls.
- Meet with key leaders (Inclusion, PP, engagement, LAC, SEND) to track provision and outcomes and agree strategies.
- Work with individuals or small groups as advised.

SUPPORTING THE CURRICULUM/TEACHING STAFF

- Support/run a co-curricular activity (e.g., homework club, sports club)
- Ensure all staff receive essential information to enable them to provide best provision for students.
- Be available to subject teachers to support student behaviour and attitudes to learning.
- Provide strategies and guidance to support Quality First Teaching.
- Support teachers by shadowing students as they re-integrate into lessons.

SUPPORTING THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of the diverse needs of pupils and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall vision and ethos of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate and or lead training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes as requested.
- Accompany teaching staff and students on visits, trips and out of school activities as required.



PROBLEM SOLVING

- Display proven initiative and judgement to resolve problems independently and/or through a support team.
- Resolve issues/queries independently, providing advice on specialised but established procedures and related matters to staff and students at all levels.
- Provide training to other members of staff in their specialist area.

ACCOUNTABILITY/RESPONSIBILITY

- Carry responsibility for delivering services/undertaking specific tasks, which, if not carried out, will impact on student outcomes.
- Be responsible for planning and prioritising work and, where appropriate-, short- and medium-term team-work activities to meet targets/ deadlines.
- Be involved in working within broad practice or guidelines, using discretion and initiative over a broad area of activity. Roles will be subject to managerial direction.
- Be responsible for implementing changes to service provision.
- Be a visible presence around the school in corridors and classrooms; corridor support keeps students from arriving late or leaving lessons without good reasons.

COMPETENCIES

- Takes a whole school perspective.
- Readily accepts responsibility.
- Skillful in problem identification and analysis.
- Develops a culture where all individuals take a pride in their work, including taking time to develop clear and high ambitions for groups and individual staff.
- Makes and acts upon difficult decisions.
- Promotes a culture of support based on core Christian virtues.
- Displays confidence and inspires confidence in others.
- Leads by example.

MEETINGS

- Meet with individual and/or groups students when they recognise a need or have been directed to meet as part of other strategy.
- Phone parents or meet with them as a part of their routine duties. Where possible respond to parental calls and emails on the same day, even if this is a holding message requiring a follow up contact.
- Onsite meetings with teams of professionals such as TAC meetings are arranged to include a single school representative except in extraordinary circumstances which will then be agreed with the DSL or DHT. Input to these meetings and feedback from the meetings will be shared when appropriate.
- Offsite meetings will only take place under direction from the Deputy Headteacher or DSL. No off-site meetings can be independently planned.



GENERAL

- Ensure a safe environment by complying with the requirements of the school's Health & Safety policies and practices.
- Carrying out day to day reasonable instructions of the line manager.
- Participate in school emergencies as required, for example, assisting with evacuation procedures.
- Retain confidentiality regarding all aspects of school life.
- Be subject to all relevant statutory and institutional requirements.
- Any other duties commensurate with the grade and post.

At Bishop Justus School staff are expected to work in line with the school's Ethos.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.



PERSON SPECIFICATION

ALTERNATIVE PROVISION MENTOR

QUALIFICATION, EXPERIENCE AND KNOWLEDGE	Essential or Desirable
Either:	
HNC, VQ 3/4, higher or equivalent plus typically 4+ years relevant work experience.	D
Or:	
Evidence of progression and development gained through 5-6 years relevant work	E
A specialist professional or a more generalist manager with knowledge across a range of areas.	D
Knowledge and understanding of relevant Health and Safety, Equal Opportunities, and Safeguarding requirements gained through induction/on job training.	E
Specialist knowledge and experience of relevant specialised policies and processes, acquired over a number of years and through significant practical experience and/or	D
Experience of and ability to understand, conceptualise and interpret service requirements.	E
Clear understanding of the pre-determined standards and regulations for the conduct and output of the role and/or team.	E
Ability to communicate clearly, clarifying requirements, responding to students, staff and external agencies.	E
Ability to plan or schedule work days and weeks ahead, and to respond to changing pressures or requirements.	E
Proven initiative and judgement to resolve problems independently.	E
Proven time management skills.	E
Appreciation of wider school issues and potential impact on role/team.	E

SKILLS AND ABILITIES	Essential or Desirable
To provide in-depth knowledge and experience in providing support to students both academically and pastorally.	E
Roleholders will have an appreciation of wider school issues and potential impact on role/team.	E
Roleholders may perform detailed evaluation of specialised information or work flow processes, highlighting and prioritising issues for further investigation and preparing reports to support decision making.	E



COMPETENCIES	Essential or Desirable
Takes whole school perspective.	E
Readily accepts responsibility.	E
Develops a culture where all individuals take a pride in their work, including taking time to develop clear and high ambitions for groups and individual staff.	E
Skillful in problem identification and analysis.	E
Makes and acts upon difficult decisions.	E
Proactive in settling disputes and grievances.	E
Promotes a culture of support based on core Christian values.	E
Establishes a culture of high performance and models the level of performance expected in others.	E
Displays confidence and inspires confidence in others.	E
Has a balanced view of conflicting perspectives.	E
Leads by example.	E

PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	Essential or Desirable
Possess a friendly and helpful demeanor.	E
Ability to concentrate even with frequent interruptions and unpredictable working pattern.	E
Be willing to undertake further training.	E
Enjoy the presence of young people.	E
To impress those around you with a sense of purpose and commitment to the school and team.	E
A knowledge of health and safety in the workplace.	E
Commitment to equal opportunities.	E
Have the ability to understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion .Willing and able to work flexible hours and across a range of work areas to meet service requirements.	E

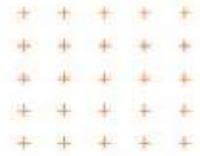


Benefits of Working with Aquinas



Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for teachers unless superseded by statute or revised editions, or by local provisions.

Aquinas is also committed to staff professional development - The Aquinas Flourishing People: Continued Professional Learning and Development (CPLD) cycle involves Self Evaluation, Development Goal Setting and Termly Check-ins. Alongside this, staff have the opportunity to 'Research, Train and have a go'.



Lease An Electric Vehicle



We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car.

Available to eligible staff.



Benefits through Enjoy Benefits



Cycle to Work Scheme

- Save up to 42% on the price of a new bike and save money and stay fit.

Technology Benefit

- Access to the latest gadgets with payments that are spread interest free across 12 months.



Blue Light Card

Blue Light Card now welcomes teachers and support staff to its list of eligible services. For just £4.99, members of the Blue Light community can register for 2-years & access thousands of amazing discounts online and on the high street.



Looking After Your Wellbeing

Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

