



Raleigh
EDUCATION TRUST

Academic Learning Mentor

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POST	ACADEMIC LEARNING MENTOR
Reports to	Assistant Principal – Curriculum
Salary range	£28,598 - £32,061 FTE per annum (£24,594.07 - £27,572.58 actual per annum)
Contract type	Permanent, Term time only
Hours	37 Hours per week

The role in a nutshell

Are you passionate about helping children achieve their best? Willowfield Academy North, is seeking 2 dedicated Academic Learning Mentors to join our friendly and committed team in our special school setting.

This is a fantastic opportunity to make a real difference to the lives of pupils with a range of special educational needs.

About the role:

- Provide 1:1 and small group academic support to pupils, helping them overcome barriers to learning
- Work with teachers and the SENDCO to plan and deliver tailored interventions
- Support the personal and academic development of pupils in our diverse school community.

The candidate

The ideal candidate will have or can demonstrate a commitment to undertake professional development:

- Has experience supporting children, ideally in a special school or similar environment
- Is patient, empathetic, and passionate about inclusion
- Can build strong, positive relationships with pupils and staff
- Has a flexible and resilient approach to supporting children with additional needs

We welcome applications from everyone who believes they meet the expectations of the role regardless of age, gender, ethnicity, sexual orientation, faith, or disability. To ensure that our staff composition is representative of the communities we serve, applications from groups who are currently under-represented in education including people with disabilities and people from minority ethnic backgrounds are particularly encouraged.

About your benefits

The position attracts an excellent remuneration package including a competitive salary, pension scheme, health assured programme with access to mental health, financial and family support (EAP) and the Cycle Scheme salary sacrifice. You will also receive Mental Health First Aid Training.

We prioritise your professional growth with annual training and development opportunities, training bursaries are available upon request.

General duties and responsibilities

The role seeks an outstanding practitioner who is prepared to be flexible in their approach to working in order to meet the needs of our pupils.

Role Overview	- To provide targeted academic support and mentoring for pupils with special educational and SEMH needs, in a special school setting - To work closely with teaching staff and other professionals to support pupils' learning, wellbeing and personal development - To help pupils overcome barriers to learning, raise aspirations and promote engagement in school life
Key accountabilities	- Work one-to-one or with small groups of pupils, providing tailored academic mentoring and support. - Assist in the planning, delivery and review of personalised learning programmes for pupils with a range of additional needs. - Liaise with class teachers, SENDCO, and external agencies to ensure effective support for pupils in a special school setting. - Support pupils in developing positive attitudes to learning, improving attendance, and building self-esteem. - Monitor and record pupils' progress, providing feedback to staff and contributing to assessment and review meetings. - Plan and deliver interventions to support literacy, numeracy, and social skills development, adapting approaches as required for a special school environment. - Promote an inclusive ethos, ensuring all pupils feel valued, respected and supported in their learning journey. - Uphold and contribute to the safeguarding and welfare of all pupils.
Trust responsibilities	- Support and uphold the Trust's ethos, values, policies and procedures - Apply and adhere to the Trust's Code of Conduct - Act with professionalism and integrity at all times, promoting the Trust's values - Comply with any reasonable request from the Principal to undertake work of a similar level or commensurate with the role / level of responsibility - Comply with Data Protection legislation and follow the principles of GDPR - Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust's and Academies EDI policies - Promote a work environment that protects people's health and safety and welfare in accordance with the Trust's Health and Safety Policy

All staff are expected to maintain high standards of customer care in the context of the Trust's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer. The responsibility level of any other duties should not exceed those outlined above.

Person Specification

You should be able to demonstrate that you meet the following criteria	Measured by A - Application form B - Assessment task C - Interview D - References	
Education and Qualifications	Required	Assessment
Evidence of ongoing Continuous Professional Development	Essential	A
Level 3 TA qualification	Desirable	A
Have GCSE English and Maths (Grade 4/C or above)	Essential	A
Additional qualifications in mentoring, SEND or child development	Desirable	A
Communication Skills		
Committed to working positively with all stakeholders	Essential	A C D
Good interpersonal skills that support effective relationships with young people	Essential	A B C D
Ability to adapt communication and learning approaches for individual pupil needs	Essential	A C D
Ability to write actions plans, maintain accurate records and create reports.	Essential	A B C D
Management of resources		
Manage all resources effectively	Essential	A B C D
Support staff to ensure good understanding of their role in supporting pupil learning	Essential	A C D
Establish clear systems and processes to allow effective handling of issues and tracking of actions	Essential	A B C D
Ability to understand, analyse and make effective use of a wide range of data particularly concerned with achievement	Essential	A B C D
Personal attributes		
Able to work independently and make judgements whilst also working as part of a wider team	Essential	A C D
Patience, empathy and a positive, resilient attitude	Essential	A C D
High expectations and belief in every pupil's ability to succeed	Essential	A C D
Commitment to inclusion and diversity to ensure the maximum benefits for pupils and staff	Essential	A C D
Commitment to personal development	Essential	A C D
Commitment to the promotion of safeguarding and welfare of children and young people	Essential	A C D

About the application process

If you meet the criteria and you are enthusiastic about the role, we would welcome your application.

To complete the application process, you will need to complete the application form and associated documents through the portal which can be found at: <https://raleigheducationtrust.facebook.co.uk/vacancies>

Only candidates requested for an interview will be contacted. If you are not invited, we thank you for your interest in this exciting post with the Trust.

Raleigh Education Trust is obliged by law to operate a checking procedure for employees who have substantial access to children and young people. It is an offence to apply for a position within a school or trust if you are barred from engaging in regulated activity relevant to children.