



# Learning Mentor Application Pack

Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

We were established in 2011 (originally as Tapton School Academy Trust) and operate a family of schools across Sheffield, offering education from early years to sixth form.

We employ nearly 1000 staff, and those people are incredibly important to us. One of our key strategic priorities is to attract and develop capable people with great character, so that our young people thrive. If you work with us, you will receive best-in class talent management opportunities through our Institute of Talent, to develop yourself and open doors to a wealth of career opportunities within (and outside) of our Trust.

We are mindful of the workload challenge currently facing the sector, so we are focused on reducing workload and creating conditions where our colleagues have a fair work/life balance. To do so, we are investing in technology (such as iPads and AI) and aligning our systems, to save our staff time so they can focus more on the things that really matter.

We are at an exciting crossroads in our journey as a Multi-Academy Trust. If you are passionate about working with young people, and love working collaboratively within a team environment, then we'd love to hear from you. If you want to help shape the future of a modern, transformative group of schools, where innovation, collaboration and excellence thrive, you will find a like-minded group of people at INOVA Multi-Academy Trust.

Thank you again for your interest in joining us and the best of luck with your application.

Lee Barber  
CEO



# About INOVA Multi-Academy Trust

## Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

**Our Vision:** Transforming lives through the power of learning.

**Our Mission:** To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

**Our Values:** Innovation : Collaboration : Excellence



### Our Values

#### Innovation

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.

#### Collaboration

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.

#### Excellence

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.



# Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

## Primary Education

Each of our primary schools are Ofsted graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

## Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

## Central Services

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement.

# The Role

Hallam Primary School are seeking to appoint a Learning Mentor to start as soon as possible. The role will be to support across school from Nursery to Y6.

8am - 4pm (Monday – Friday)

The successful candidate will join us to complete a strong team and contribute to the school's success. We are looking to appoint someone who is keen to work as part of a team, willing to inspire and motivate pupils and have a good understanding of school improvement.

Visits to the school are warmly welcomed. Please contact school to arrange a date to visit.

Application forms and further information regarding the role can be obtained at <https://www.hallamprimaryschool.co.uk/> where there is a link directly to the TES website. The information can also be found on the Sheffield City Council and DfE websites.

Completed applications should be returned to: [smcgloin@hallam.sheffield.sch.uk](mailto:smcgloin@hallam.sheffield.sch.uk)

Please do not use the Local Authority application form.

Salary Range	Grade 5, (£30,024 – 32,597 pro rata) (Actual Salary £25,824)
Hours of Work	37 hours per week (8am – 4pm) 39 weeks per year (Monday – Friday)
Responsible To	Headteacher and Inclusion Lead
Responsible For	Working under the instruction and guidance of the Inclusion Lead and Senior Leadership Team providing a complementary service to existing teachers, addressing the needs of children and helping them to overcome barriers to learning both in and outside school, in order for them to achieve their full potential
Benefits	<ul style="list-style-type: none"><li>• Local Government Pension Scheme.</li><li>• Salary Sacrifice Car Scheme.</li><li>• Cycle to Work Scheme.</li><li>• Discounted membership for Westfield Health.</li><li>• Occupational Health.</li><li>• Wellbeing Programme.</li><li>• Continuous CPD and Training.</li></ul>

# Responsibilities

The postholder must at all times carry out his/her duties and responsibilities within the spirit of INOVA Multi-Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

## Strategic Direction and School Development

To ensure diversity within the school community is recognised and respected by actively promoting anti-racist and anti-oppressive practice.

To promote the speedy and effective transfer of pupil information from primary to secondary schools.

With teaching participate in the comprehensive assessment of all children entering or returning to school and to identify those who need extra help to overcome barriers to learning inside and outside school.

To identify those children who would benefit most from a learning mentor and, working with others, draw up and implement an action plan for each child who needs particular support, (except where the pupil was already subject to an individually tailored plan).

To develop a 1:1 mentoring relationship with children needing particular support where necessary aimed at achieving the goals defined in the action plan. \*

To maintain regular contact with families/carers of children in need of extra support, to keep them informed of the child's needs and progress, and to secure positive family support and involvement.\*\*

To work closely with the SENCO to ensure that the needs of those with special educational needs are met.\*\*\*

To work closely with the school community and other local initiatives

To have a full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils, to broaden and enrich the curriculum.

To facilitate the sharing of information between local agencies, schools, authorities and other Learning Mentors, and be the point of contact for accessing a range of community and business based programmes and specialist support services, for example, Social Services, Education Social Work Service, the Youth Offending Team, and out of school study support and business and community mentors.

# Responsibilities

To network with other Learning Mentors and share best practise.

Establish links with Secondary school Learning Mentors, participation in Summer Schools to support transition of children.

Establish out of school study support clubs and activities, e.g. homework, lunchtime, breakfast, after school activities, holiday activity schemes.

Planned work with parents including development of parenting groups to increase positive parenting strategies

Contribute to the Health & Safety of pupils and other staff in accordance with Health & Safety regulations and School Policy.

Any other related duties and responsibilities as may arise

\* Learning Mentors will devote the majority of their time to those needing extra support to realise their potential.

\*\* Where appropriate the securing of family support will mean the securing from the local authority.

\*\*\* Learning Mentors will personally target efforts on those at risk of under achieving who are not the responsibility of the SENCO

The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role.

Any other duties and responsibilities appropriate to the grade and role

# The Person

The successful candidate will demonstrate the following:

<p>Skills and Knowledge</p>	<ul style="list-style-type: none"> <li>• General understanding of national curriculum and other basic learning programmes/techniques</li> <li>• Understanding of how to support English/Mathematics programmes, record achievements and progress and providing appropriate feedback to the teacher</li> <li>• Basic understanding of child development and learning</li> <li>• Promote good pupil behaviour and deal promptly with conflict and incidents</li> <li>• Excellent command of Literacy and Numeracy</li> <li>• Have high expectations of progress and behaviour</li> <li>• Ability to provide support for pupils, including those with special needs, ensuring their safety and access to learning activities</li> <li>• Good organizational and time management skills</li> <li>• Good communication skills</li> <li>• Ability to relate well to children</li> <li>• Ability to use a range of teaching approaches and strategies that enthuse, motivate and actively engage learners</li> </ul>
<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> <li>• GCSE Maths and English or NVQ level 2 or higher in English and Maths</li> <li>• Previous experience in a similar role preferred</li> </ul>
<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>• Positive and enthusiastic</li> <li>• Caring</li> <li>• Team player</li> <li>• Adaptable and flexible</li> <li>• High expectations of themselves and others</li> <li>• Commitment to safeguarding children</li> <li>• Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection</li> <li>• Committed to a strong partnership between home and school</li> <li>• The ability to establish good professional relationships with parents, children, governors and colleagues</li> </ul>
<p>Work Related Circumstances (including working conditions)</p>	<ul style="list-style-type: none"> <li>• The role is based at Hallam Primary School but could involve travel to other school sites within the Trust</li> <li>• Requirement to participate in first aid training</li> <li>• Requirement to complete online training modules each year as applicable to the role</li> <li>• We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.</li> </ul>

Fluency Duty: The ability to converse at ease with members of the public and pupils, and provide advice in spoken English, is essential for this post.

# How to Apply

Applications for this role are via email at [smcgloin@hallam.sheffield.sch.uk](mailto:smcgloin@hallam.sheffield.sch.uk)

The closing date for applications is **midday, Friday 6<sup>th</sup> February 2026**

The interview date is to be confirmed.

Visits to the school are warmly welcomed, please contact the main school office on 0114 2304430 or email at [smcgloin@hallam.Sheffield.sch.uk](mailto:smcgloin@hallam.Sheffield.sch.uk) to make arrangements.

## Safeguarding

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

### Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

### Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

**Please Note:** Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.

**Policies:** Our approach to safeguarding and school safeguarding policies can be found on the Trust website:

<https://www.taptontrust.org.uk/page/?title=Safeguarding&pid=69>

## Equality and Diversity




We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

## Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.



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