



**North East
Learning Trust**

**Assistant Learning Mentor
Easington Academy**
Applicant information pack

Assistant Learning Mentor

Permanent

Required September 2023 or as soon as possible

37 hours per week

Grade 2, SCP 4 - 6 (£21,189 - £21,968 FTE) actual salary

£18,299 - £18,972

Term Time

Easington Academy is a part of the North East Learning Trust and are seeking to appoint an Assistant Learning Mentor to join our dedicated team.

At Easington Academy, students consistently achieve good GCSE results year-on-year and we are on a steady path of positive progress. In 2019 we were rated as 'Good' by Ofsted and we are now on a journey of excellence. Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence, an active and well-rounded citizen with deep integrity and one who respects others and contributes positively to society.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence, an active and well-rounded citizen with deep integrity and one who respects others and contributes positively to society.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Excellent communication skills.
- Take a role in the delivery of interventions, including evaluation of interventions.
- To provide a high-quality curriculum support, intervention and mentoring to students at the academy

Deadline: Friday 9th June 2023

Interviews taking place week commencing 12th June.

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to tracey.hann@easingtonacademy.co.uk or by post to Tracey Hann, Support Services Manager, Easington Academy, Stockton Road, Easington, SR8 3AY.

Please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

Job description

Post title: Assistant Learning Mentor
Responsible to: SENCo
Salary Band: Grade 2

Job Purpose:

To provide a high-quality curriculum support, intervention and mentoring to students at the academy

Duties and Responsibilities:

- To promote and support the development of literacy and numeracy through the planning and delivery of intervention within the Academy
- To contribute to the maintenance of records relating to interventions are kept up to date and evidence the impact of these interventions
- To ensure the updating of displays in The Learning Hub • To support students within The Learning Hub with ICT and other resources
- To support student use of The Learning Hub within the school behaviour policy
- To promote and support any reading schemes that the Trust may implement
- To support and promote the whole school literacy and numeracy policy
- To assist with the development and implementation of EHCPs/IEPs
- To have challenging expectations for all students to build resilience and independence
- To support the delivery of CEIAG to students in the academy
- To support the administration of work experience for students in the academy

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

Assistant Learning Mentor

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> Excellent literacy and numeracy skills Level 3 qualification in appropriate area First Aid (or willingness to undertake) 	<ul style="list-style-type: none"> Evidence of recent training and/or qualifications
Experience	<ul style="list-style-type: none"> Experience of working with secondary age children in/out of the classroom 	<ul style="list-style-type: none"> Experience of working within a learning support centre
Aptitude and skills	<ul style="list-style-type: none"> Ability to work under pressure. Ability to prioritise tasks accordingly Good organisational skills Ability to plan work to support students' learning needs Ability to use learning technologies Ability to work within recognised policies and procedures 	
Personal qualities	<ul style="list-style-type: none"> Approachable and courteous manner Excellent communication skills Flexible approach to work Able to work effectively as part of a team Self-motivation and able to work independently with minimum supervision Honest and Reliable Willingness to undergo further training Commitment to safeguarding and promoting the welfare of children 	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.