**Learning Support Mentor**

# Welcome

Thank you for your interest in the advertised position of Learning Support Mentor at North Huddersfield Trust School.

The school opened in 2011 and has almost trebled in size since then.  This academic year, we have over 1,000 students on roll including oversubscribed intakes of 210 in each of Years 7, 8, 9 and 10. We were inspected by OFSTED in May 2022 which confirmed our status as a good school, describing ‘a welcoming and vibrant atmosphere’ where ‘the diversity of the school and community is celebrated’. It also confirms the curriculum ‘sequences what pupils need to learn’ and is designed ‘to enhance pupils’ cultural capital and understanding of the world’. As a school that is fully committed to inclusion, the report highlights that ‘pupils are calm and patient’ and that ‘staff help to build and manage positive relationships’.

We are at an extremely exciting phase of our development led by a supportive and proactive senior and middle leadership and a dedicated team of Lead Practitioners that help colleagues develop research informed best practice tailored to meet the needs of our students.   We have a healthy mixture of staff who are relatively new to the school and many who have worked here for a much longer period of time.  In the last few years, the curriculum has been completely overhauled and the way it is delivered reformed and refined, so that it matches the ambition we hold for every student.  We have an established Student Parliament which is an integral element of our leadership programme designed to give a voice and an influence to the people we believe will shape and transform society.

As Headteacher since May 2019, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive.  Recruiting staff with the potential to make a significant contribution to this is crucial. If successful, you would be joining a team that plays a crucial role in supporting students in making excellent academic, pastoral and social progress.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.



Andrew Fell

Headteacher

# Vacancy Details

|  |
| --- |
| **Learning Support Mentor**  |
| **Hours of work – 37 Hours per week, term time plus 1 week** |
| **Grade 8 (actual salary £25,883 - £27,263)** |
| **Closing date: 9am 11th November 2024** |
| **Start Date: January 2025 (or earlier if possible)** |

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school which is outstanding in its work around students' personal development, well-being, safety and security. We continually drive forward standards and are passionate about maximising the potential in all. Our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both to work and to learn.

To address barriers to learning for a targeted group of individual students via small group and 1-1 study sessions in order to enable them to achieve their full potential. Developing and implementing study support and out of school activities where possible

We welcome interest from potential applicants who represent the diversity of our school and local community.

If you would like further information about the role, please contact Nora Brown, Operations Manager by email nbrown@nhtschool.co.uk or telephone 01484 452100 ext 271.

**To apply please visit** [[**My New Term**](https://mynewterm.com/school/North-Huddersfield-Trust-School/136502)](https://mynewterm.com/school/North-Huddersfield-Trust-School/136502) **.** The closing date is 9am on Monday 11th November 2024.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.**

***In line with KCSIE 2024 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.***

**Job Description**

|  |  |
| --- | --- |
| **Role** | Learning Support Mentor  |
| **Grade**  | 8  |
| **Hours of work**  | 37 hours per week term time plus 1 week |

**Role Summary**

To address barriers to learning for a targeted group of individual students via small group and 1-1 study sessions in order to enable them to achieve their full potential. Developing and implementing study support and out of school activities where possible

**Key Responsibilities**

1. To provide support for vulnerable children in the mainstream setting
2. To build positive relationships with key stakeholders e.g. parents to enhance support
3. To play a vital role within the wider Inclusion Team

**Duties**

|  |  |
| --- | --- |
| **Key accountabilities** | **Key tasks** |
| Duties & Responsibilities  | * Liaising with teaching staff to provide particular support to targeted students to raise achievement and provide support to enable them to overcome barriers to learning
* Working as a team with subject leaders, CALs, pastoral staff and other members of school staff in order to assess individual needs of each targeted student
* Identification of those students who need extra help to overcome barriers to learning inside and outside school
* Support the development and implementation of individual action plans for targeted students who need particular support
* To develop a working relationship with students requiring particular support with the aim of addressing points defined in the action plan and engaging them with activities and opportunities
* Work on academic resilience and study skills with students in order to promote independent learning
* Undertake home – school liaison activities, including home visits where appropriate, in order to keep parents / carers informed and to secure positive family support and involvement
* Monitor the implementation of all plans and provide feedback to the students of progress and achievement
* Use knowledge of the range of activities, courses, opportunities and organisations available to students that can be utilised to provide extra support for students
* To network with other learning mentors and share best practice
* Support the development of partnerships with local businesses and other organisations to set up support resources and initiatives within school that will address barriers to learning
* Develop study support activities, such as homework clubs, during and outside of school hours where appropriate
* Develop a range of study support activities such as visits to study support centres, homework and after school clubs that clearly address the specific needs of identified students and support the actions detailed within individual action plans
* Maintain accurate records and prepare written reports and evaluations
* Support with transition arrangements for students entering / leaving the school
* Support the development / implementation of activities to encourage family / carer involvement within school
* Liaison with external agencies, such as health professionals and Attendance Improvement Officers to support students
* Any other duties commensurate with the grade of the post as determined by the line manager / headteacher
 |
| Safeguarding  | * Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to safeguarding procedures
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
* NHTS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
 |
| General  | * Always uphold the school’s PRIDE agenda
* Adhere to strict standards of confidentiality, conduct and professional behaviour
* Ensure compliance with GDPR, equal opportunities, health and safety and safeguarding regulations and all other relevant policies and guidance
 |

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

|  |  |
| --- | --- |
| **Reports to:** | SENDCO |
| **Responsible for:** | - |

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| Experience  | * Relevant experience of one to one/small group tuition
* Proven capacity to multi-task
 | * Experience of working in a school setting
* Working at secondary school level across both KS3/4
* Experience of working with children from disadvantaged backgrounds
* Experience in educational strategies e/g. SULP/phonics etc
 |
| Education/Training  | * GCSE English & Maths equivalent
* Highly developed literacy & Numeracy skills
 | * SEND / Safeguarding training
* A Levels/ L3 equivalent qualification
* First Aid
 |
| Specialist knowledge & skills  | * Excellent communication and presentation skills
 | * Knowledge of SEND provision
 |
| Personal skills | * Ability to build positive working relationships with students, staff and parents
* Ability to remain calm and positive in challenging situations
* Excellent organisational skills
* Ability to work on your own and as part of the wider inclusion team
* Ability to prioritise tasks
* Outstanding communication skills
* Professional resilience
* A sensitive and diplomatic approach
 |  |
| General | * Excellent understanding of safeguarding guidance
* Commitment to support the schools ethos
 | * A good understanding of school policies
 |

**Please use the above person specification to inform your supporting statement which should be no longer than 2 sides of A4.**

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.**