



THE
BRIAN CLARKE
CHURCH OF ENGLAND ACADEMY



Candidate Pack

Learning Mentor
(with responsibility for
Children Looked After - CLA)

www.brian-clarke.org

Welcome from the Headteacher

Mrs A Ash, MA, NPQH



Thank you for your interest in the post of Learning Mentor with responsibility for CLA at The Brian Clarke CE Academy.

As our Learning Mentor with responsibility for CLA, you will be part of a talented and committed staff team that is growing a school from Year 7 upwards. You will play a pivotal role in supporting the development of its ethos and embedding that in the Pastoral Team provision. We also have the benefit of a brand-new building, with state-of-the-art facilities, and supported by the local, successful, and experienced Cranmer Education Trust.

This is an exciting and challenging role. It is a post for a dedicated, energetic, creative, and empathetic professional. The demands will be varied, interesting and developmental, and will put you at the heart of a school where staff and students are growing exponentially year on year.

Working for The Brian Clarke CE Academy means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high-level of support and access to expertise. This is an excellent time to join the team, as we develop collaborative structure and systems to enhance and support our growing family of schools.

Alongside Brian Clarke, the Trust is made up of primary and secondary schools across Oldham and Rochdale. The Trust also incorporates a teacher training school and the East Manchester Teaching Hub and a MFL hub, which support the training and development of new and existing teachers across the North West of England.

For further details, please visit careers.cranmereducationtrust.com

About The Brian Clarke CE Academy

The Brian Clarke Church of England Academy opened with a founding team of staff in September 2022 to 240 young people and will continue to grow annually to a student body of 1,200 by 2026.

We moved to our beautiful, purpose-built building in May 2023, situated on our accessible town centre site on Bloom Street, Oldham.

Our patron, Brian Clarke, has donated a large stained-glass window to the school which adorns the entrance hall, reflecting the multi-cultural nature of the school and shining light into and out of the building to the community.



The school reflects the community it serves. It is multi-cultural, multi-ethnic, and multi-faith within a Church of England ethos. There is a balance between faith intake and non-faith intake from 3 concentric circles of one, two and three miles around the school. 'Faith' equally includes all Christians, as well as members of the other five major world faiths of the Interfaith Network.

We aim for all our students become good human beings: good friends, good neighbours, and good citizens. People we are proud to know. Their social and emotional development, their self-respect, and their ability to self-manage are just as important as their cognitive development. Students who are happy and secure in their school learn well and become successful people. High quality pastoral care is at the core of all we do.

In brief, we are looking for:

- An individual committed to ambition, excellence and community who will work with the staff body to drive the growth and development of The Brian Clarke CE Academy to become an outstanding provider for young people and a school where staff, who are committed and ambitious for young people, take pride in and enjoy their work.
- An individual with a clear understanding of what makes outstanding pastoral provision and support for some of our most vulnerable students.
- Someone who will go the extra mile for students, not because they are asked to but because they want to; someone who will do their utmost to ensure that all of our students progress to the future destinations of their choice.
- Someone who will inspire students and the staff they work with and build strong relationships with our parents, carers and all relevant stakeholders.
- An excellent communicator, with sound analytical skills and flexible in their approach

We offer:

- Opportunities for professional development in a growing Trust
- A strong school community that places children, families and staff at the heart of everything we do
- A supportive team who will work with and alongside you to achieve the very best
- LGPS career average pension scheme with a generous employer contribution
- Generous holiday entitlement and sick pay scheme, increasing with length of service
- Central Oldham location, close to good transport networks, less than 7 minutes from nearest bus or tram stops.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Cranmer Education Trust follows Safer Recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1974, 2013 and 2020, and appointment is therefore subject to satisfactory Enhanced Disclosure form the Disclosure & Barring Service.

The successful candidate must be available for new staff induction days on Thursday 28 and Friday 29 August 2025.

Applications must be received no later than **9am on Friday 9 May 2025**.

Interviews for this position will be on **Thursday 15 May 2025**.

Thank you for your interest. We look forward to hearing from you.

Yours faithfully



Mrs Allison Ash, MA, NPQH
Headteacher, The Brian Clarke CE Academy





“As a member of the founding team I have had the pleasure of growing the BCA family. Our talented team of support staff, teachers and leaders provides the most supportive professional environment you could wish for; one where you can flourish and progress in your career.”

Mrs R Dickinson, Director of English

“Working at Brian Clarke is special. We are part of building a legacy. We are cultivating a culture that is ambitious for all stakeholders. The staff support for one another is really special; we are one team. Be part of our journey!”

Mr A Ahmed, Head of Year 8 and Teacher of RS



“Brian Clarke is a truly special place. Brilliant staff and students, and a wonderful culture and routines that allow EVERYONE to shine!”

Mrs J Carey, Library Manager & Worship Coordinator

“Beautiful building, lovely children and the most supportive colleagues I have ever worked with!”

Mrs F Briggs, Science Teacher



Additional benefits when working with The Brian Clarke CE Academy

Here at The Brian Clarke CE Academy, we provide a competitive salary, plus extra benefits when joining us and for years of service.

Work life, health and work/life balance

- Free parking on site, but also within 5 minutes' walk of Oldham Bus Station, and 7 minutes' walk from King Street Metrolink tram stop.
- Regular Staff Fellowship activities for socialising and wellbeing.
- Annual leave allowance for non-teaching staff rising in line with years of service.
- Flexible working arrangements for non-teaching staff, and a supportive culture to ensure all teaching staff are able to work with the flexibility they need.
- Employee Assistance Programme, Health One by TELUS Health. This includes an app with wellbeing assistance, latest updates on The Cranmer Trust health initiatives, advice for carers, and fitness sessions.
- Perks, discounts and cashback offers for major retailers, holidays, restaurants and bars via the Health One app.
- A Menopause Support Programme with Newson Health

Professional development

- Ongoing, high-quality professional development opportunities
- A growing school that offers real career progression
- An Assessment and Feedback Policy developed by teachers, for teachers.



Job Description:

Learning Mentor (with responsibility for Children Looked After - CLA)



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Job Title	Learning Mentor (with responsibility for Children Looked After - CLA)
Contract:	Permanent
Probation period:	6 months
Hours:	Term time plus 5 days
Location:	The Brian Clarke CE Academy, Bloom Street, Oldham, OL9 6BP
Salary	NJC Grade 4 (£27,711 - £30,060)

As a Learning Mentor with responsibility for CLA you will be supporting our cohort of Children Looked After in achieving their academic and social potential.

Purpose of post

To support our cohort of CLA in achieving their academic and social potential by:

- Coordinating additional support and interventions for students where needed.
- Providing academic support to students.
- Providing support to students to help with regulating their behaviour and emotions.
- Communicating with internal and external agencies and updating the pastoral team and wider staff team as appropriate.

Key Tasks

Co-ordination of additional support for Children Looked After

Under the direction of the Deputy Headteacher with designated responsibility for Children Looked After:

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- Lead on the development, completion and implementation of PEPs (Personal Education Plans).
- Attend all CLA Reviews and create minutes containing any actions for school.
- Plan appropriate provision and support for all Children Looked After at Brian Clarke Academy.
- Work closely with the Pastoral and AFA teams to ensure that all interventions are appropriate, have significant impact, and that they are recorded accurately.
- Liaise with Pastoral and AFA to ensure that PLAC students are well supported.
- Attend all relevant meetings for the child to discuss and evaluate their needs, establishing clear actions within timeframes, then communicating this with the wider staff team.
- Maintain a robust chronology and accurate records on CLA in line with school systems – CPOMS, Bromcom, SharePoint.
- Coordinate any necessary 1:1 academic tutoring across subject areas.
- Deliver 1:1 tutoring in English and/or maths using provided tutoring material.
- Support students' independent study/completion of homework either 1:1 or in small groups.
- Coordinate student appointments for visiting external agencies, for example the school nurse, Early Break and Social Workers.
- Lead small group sessions on wellbeing issues e.g. Internet Safety using materials provided.
- Signpost CLA and PLAC to external agencies and other staff internally as appropriate.
- Liaise with the staff body and monitor progress towards educational targets.
- Evaluate the impact of additional support.
- Support the effective transfer of student information across schools, including from Y6-7 transition, ensuring that files are transferred to the new school or college in a secure and timely way and attaining a confirmation of receipt.
- Maintain up to date knowledge of relevant legislation and guidance in relation to CLA.

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Mentoring CLA

To provide all CLA with academic mentoring. This will involve:

- Liaising with HoDs and subject teachers to provide effective sessions.
- Building positive relationships with students.
- Keeping records of the outcomes of mentoring meetings.

Communication

- To be the key school contact for carers and CLA social workers.
- To liaise closely with carers regarding issues around student wellbeing and academic progress and achievement.
- To liaise with external agencies regarding students when appropriate.
- To follow systems of communication in school to ensure relevant information about children is shared.
- To liaise with the Attendance Officer to monitor attendance for CLA and PLAC. To assist with sending daily attendance information to Welfare Call and support with home visits if appropriate.

Supporting non-CLA

- To support school extra/co-curricular provision.
- To do any reasonable tasks as directed by the Deputy Headteacher – Attendance & Safeguarding.

Standard duties

- Proactively promote and comply with safeguarding and child protection in all areas of responsibility.
- Understand the importance of inclusion, equality, and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and ethos of the school.

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- To implement and uphold all policies, procedures, and codes of practice of the school.
- Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
- Keep abreast of new technology, new evidence-based research and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
- Undertake any other additional duties commensurate with the grade of the post.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification (please see next page).

The Person Specification for this role continues on the next page. You will need to refer to this for the Skills, Knowledge and Experience section of your application.

Person Specification:

Learning Mentor (with responsibility for Children Looked After - CLA)



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In your application form there will be a section about Skills, Knowledge and Experience. In this section, please explain to us as fully as you can how you meet the criteria listed in the Person Specification below. Use real-life examples of your work and its impact where possible.

Please do not include a Curriculum Vitae.

Person Specification - Learning Mentor (with responsibility for Children Looked After - CLA)	How identified Application (A) Interview (I) Test (T)
Essential	
Qualifications	
Level 3 qualification (A-level or equivalent).	A
Level 2 qualification in English and Maths (GCSE C+ or equivalent).	A
Skills and Abilities	
Motivation to work with children and young people.	A/I/T
Excellent interpersonal skills and the ability to establish and maintain positive working relationships with young people and positively influence their development.	A/I
Able to establish good relationships with carers and families.	A/I
Able to communicate effectively with people at all levels and liaise with a range of agencies.	A/I
Able to produce clear and concise working notes/reports/records.	A/I/T
Good planning skills, including the ability to manage and prioritise workloads to achieve successful outcomes.	A/I/T
Good ICT skills.	A/I/
Good team working skills and ability to work on own initiative.	A/I/
Able to work independently with individuals / groups of children outside the classroom.	A/I/
Experience	
Experience of working under pressure and responding quickly to changing demands.	A/I
Experience of working with confidential information where discretion is paramount.	A/I/T
Personal	
Must be able to work to support the ethos of the school.	A/I/T
Able to work flexibly including attending out of hours meetings.	A/I
Prepared and able to undertake home visits if required.	A/I
Desirable	
Qualifications	
Level 3 qualification in learning support, or child development or equivalent experience.	A
Degree.	A
Knowledge	
Up to date knowledge of relevant legislation and guidance in relation to safeguarding, working with and protecting children and young people including CLA.	A/I A
An understanding of the potential barriers to learning faced by CLA.	A/I/T
Knowledge of restorative practices.	A/I/T
Experience	
Experience of coaching / mentoring.	A
Experience of working with carers and other external agencies.	A
Experience of tutoring / providing academic support.	A
Experience of working with children and young people.	A/I

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Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

How to apply

We only accept applications via our online portal, careers.cranmereducationtrust.com.

Applications must be received no later than **9am on Friday 9 May 2025**.

Interviews for this position will be on **Thursday 15 May 2025**.

If you have any questions or queries, or would just like to chat about the role, please get in touch via e-mail on hr@brian-clarke.org.

We look forward to hearing from you!