



## Job Application Pack

### Behaviour Support Learning Mentor

Permanent, Full-Time (37 hours), Term Time only

Salary: Grade 6, points 7 – 12 (FTE £24,293 - £26,421 per annum)

Actual Salary: £20,895 to £22,725 per annum

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



**Bluecoat Aspley**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale**  
Academy  
Believe, Belong, Achieve

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



**Bluecoat Primary**  
believe in yourself, in others, in God

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



### Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance**  
Nottingham

### Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



## Bluecoat Bentinck Primary Academy

Bluecoat Bentick Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

## Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

## Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



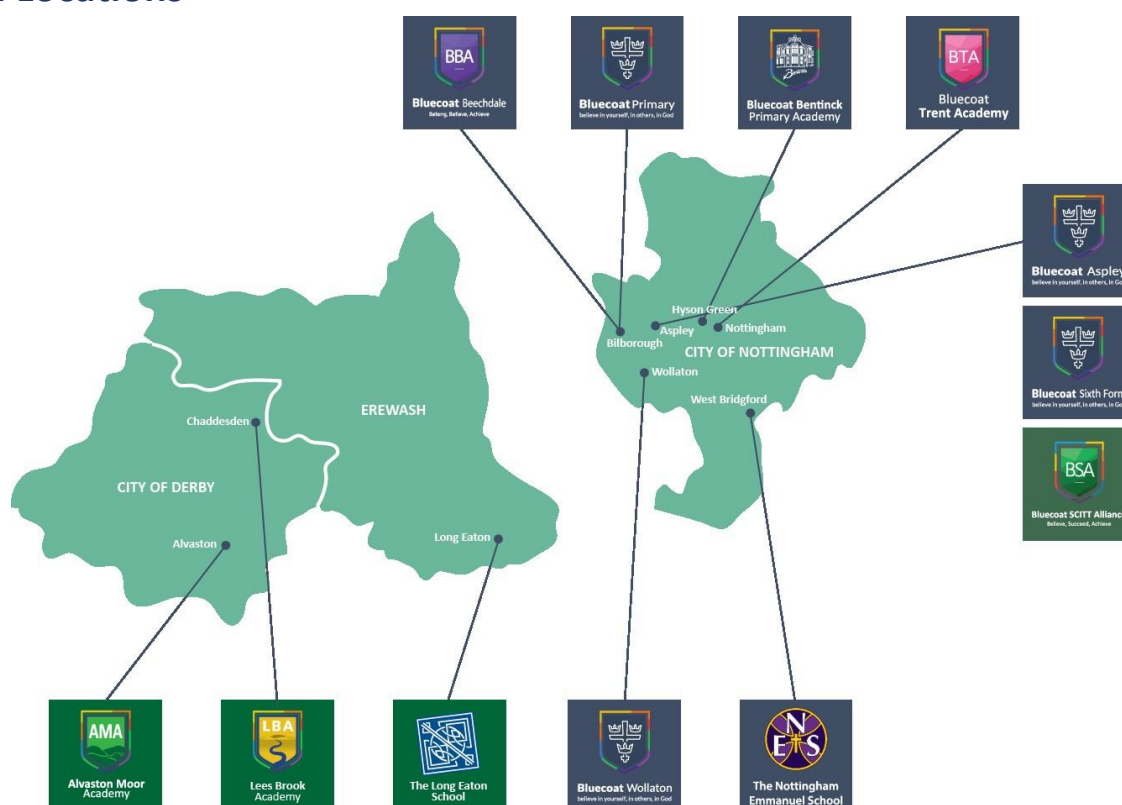
Alvaston Moor Academy

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## Welcome from the Head Teacher and Executive Head Teacher

Bluecoat Primary Academy offers a caring, nurturing and secure environment that enables everyone to be the best that they can be. We share a life-long love of learning and recognise that students and staff alike are on a journey; acquiring deep knowledge, skills and understanding along the way. We pride ourselves on learning from each other and our use of well-grounded evidence in decision making.

Bluecoat truly values everyone and everyone has a voice. We love the fact that our school is made up of families from different social, cultural and religious backgrounds and ensure that we always have high aspirations of everyone. Our staff team is passionate about the success of each and every individual and we make sure that we prepare all children to make exceptional contributions to our global society. At Bluecoat we value positive behaviour, attitudes and manners and role model these desired behaviours in all that we do. We strive to deliver the highest standard of teaching and learning in all areas and ensure that all children develop academically, spiritually, morally, culturally and emotionally.

Underpinning all that we do is our faith. Belief is important to us: we believe in ourselves, in each other and in God and we strive for life in all its fullness. Joining Bluecoat Primary Academy means joining a family where you can be nurtured and challenged to be the best that you can be.



**Sue-Ellen Shaw**  
**Executive Headteacher of Primary**



**Ben Jackson**  
**Head of School**

## The Vacancy

The Trust is seeking a self-motivated and passionate candidate who can fulfil the role of Behaviour Support Learning Mentor at Archway Learning Trust.

Bluecoat Primary Academy is looking to develop the current support offered to pupils with Social, Emotional and Behavioural Difficulties. We are looking to appoint an additional Behaviour Support Learning Mentor to offer support to pupils across school by working in liaison with the SENCO, SLT and Family Support Worker to create and implement behaviour support plans and offer nurture support to individuals and small groups. We are looking for someone who is excellent at building effective relationship with pupils and who has experience in offering behaviour support to primary aged pupils.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at the Trust's Bluecoat Primary Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.



## Applications

For more information about Bluecoat Primary Academy and the vacancy, please visit [www.bluecoatprimaryacademy.co.uk/vacancies](http://www.bluecoatprimaryacademy.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date: 9am, Monday 7<sup>th</sup> October 2024**

**Interview Date: Friday 11<sup>th</sup> October 2024**

If you have any queries, wish to discuss the role informally or undertake a visit to the Primary Academy, please do not hesitate to contact us via email [recruitmentpri@archwaytrust.co.uk](mailto:recruitmentpri@archwaytrust.co.uk) or telephone 0115 9007200.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



## *Working Together, Transforming Lives*

### Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

## Job Description

**JOB TITLE:** Behaviour Support Learning Mentor – LEVEL 2  
**GRADE: Salary:** Grade 6, points 7 - 12  
**RESPONSIBLE TO:** SENCo

### JOB PURPOSE

To work with pupils within the school as part of a team under the direction of the line manager in order to:

- Work with children whose behaviour and disaffection has significant impact upon their academic attainment
- Improve pupil progress and achievement by helping to minimise barriers to learning and maximise pupil participation
- Improve the quality of learning and foster the participation of pupils in the social and academic processes of the school;
- Use expertise to contribute to the planning and preparation of learning activities to enhance pupil achievement
- Seek to enable pupils to become more independent learners;
- Help raise the standards of achievement for all pupils.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### SPECIFIC RESPONSIBILITIES

#### SUPPORT FOR THE PUPIL

- Promote and reinforce the pupil's self-esteem and independence e.g. support in class time, unstructured time, enrichment.
- To devise, implement and evaluate individualised behaviour plans for targeted pupils with specific SEMH difficulties to promote their social, emotional and behavioural development.
- Lead and direct activities with either individuals or groups of pupils to ensure their safety and facilitate their physical, emotional and cognitive development.
- To assume responsibility of designated keyworker role with key identified pupils across the school



- To ensure a smooth transition from home to school with daily 'meet and greets' and handovers to parents/carers at the end of the day
- To work with individuals & groups both within and outside the class room setting.
- To be the key worker to de-escalate situations or use appropriate RPI restraints if absolutely necessary.
- Help pupils to manage and resolve conflict by using and teaching them a variety of strategies.
- Establish and maintain good working relationships with individual pupils and groups
- Help plan the reintegration of pupils after extended absence or exclusion.
- Working collaboratively with the Family Support Worker, outreach to families whose home circumstances appear to present a significant barrier to successful learning, and work with parents to help the pupil achieve their targets.
- To take a lead role in encouraging the acceptance and inclusion of all pupils including the implementation and delivery of circle of friends, buddy system and building constructive relationships in class times.
- To supervise and coordinate pupils on educational visits, residential trips, transition, and recreational activities as appropriate.
- To observe and monitor pupil progress, adapting an agreed approach to meet particular needs, recording and maintaining records of pupils' development and progress.

#### **SUPPORT THE TEACHER**

- To work with teaching staff and/or other support staff in devising and implementing individual learning plans to promote pupil's academic, social, emotional and behavioural development.
- To support staff in the planning of activities, modelling approaches and giving advice on alternative strategies to ensure the needs of the pupils are met.
- Assist staff in the planning of appropriate work and resources for individuals and groups of pupils.
- To contribute to the assessment of pupil progress and to produce written reports outlining pupil progress when required.
- To observe and contribute to the assessment of individual pupil progress/needs and provide regular feedback and/or guidance to the teacher/SENCO/SLT.
- To liaise effectively with teachers/parents/carers/external agencies as appropriate.

#### **SUPPORT FOR THE CURRICULUM**

- To create and lead nurture groups.
- Plan and deliver learning activities including enrichment activities during the normal academy day and, when required, after academy day.
- Support the use and development of ICT within the classroom.
- Take responsibility for developing and delivering individual/small group skill sessions including Behavioural, Social and Emotional programmes Nurture Groups.
- Use prior knowledge, experience and training to provide support to staff or individual prioritised pupils.
- To liaise and report to, as necessary, during visits by support agencies who might be involved in the support of key areas of the curriculum.
- To assess, record and report back on pupil achievement through school assessment procedures.

## SUPPORT FOR THE SCHOOL

- To plan and facilitate structured games and activities, to support pupils during lunchtimes and break times.
- To be responsible for the enrichment activities during lunch times and break times.
- To supervise the maintenance of pupil safety and security, including break and lunchtime duties
- Collaboration with colleagues and form effective working partnerships.
- Establish effective working relationships with parents/carers that influence pupil achievement and engagement.
- To be responsible for safeguarding the confidential nature of pupil/teacher/home issues.
- Drawing on prior knowledge of individual needs, to develop an understanding of the specific needs of the pupil within the Academy community.
- To lead and/or contribute at department/phase meetings as appropriate.
- Attend and report back on pupil progress at Parent Evenings.

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

<b>PERSON SPECIFICATION – Behaviour Support Learning Mentor</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION &amp; TRAINING</b>		
NVQ3 in Early Years Care and Education; BTEC National in Learning Support; The Council for Awards in Children’s Care and Education [CACHE] Diploma or relevant experience		*
Specialist training relating to SEMH e.g. ELSA, play therapy		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
<b>EXPERIENCE</b>		
Previous experience of working within an educational setting	*	
Previous experience of working with young people	*	
Experience of working with children with special educational needs		*
Willingness to identify and develop own IT skills		*
Working knowledge of DCSF, Local Authority and other regulatory body’s legislation and policy relating to education		*
<b>PROFESSIONAL SKILLS</b>		
Excellent written and oral communication skills	*	
Excellent organisational and administrative skills	*	
Good interpersonal skills	*	
Ability to be flexible and willing to assess, reflect and adapt	*	
Ability to manage own time to ensure maximum impact on pupils	*	
<b>PERSONAL QUALITIES</b>		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Trust and Academy roles and responsibilities and your own position within these.	*	
Good time management skills	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Academy	*	
Tact, sensitivity, integrity, good judgement, and a sense of humour.	*	
Suitability to work with children. Enhanced DBS check to be undertaken on appointment	*	