

# Sir John Thursby Community College



## Candidate Information Pack

### Inclusion Keyworker

(Learning Mentor)

Sir John Thursby Community College  
Eastern Avenue, Burnley BB10 2AT  
Tel: 01282 682313  
Email: [I.clayton@sirjohnthursby.lancs.sch.uk](mailto:I.clayton@sirjohnthursby.lancs.sch.uk)  
Website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)  
Headteacher: Mr R Browning / Mr M Renshaw (Headteacher Designate)

Dear Applicant,

Thank you for your interest in the post of Inclusion Keyworker at Sir John Thursby Community College, full details of the position are included in this pack.

Sir John Thursby Community College is a mixed 11-16, multi-cultural, fully inclusive school which values all students, staff and our community partners. We have over 1,100 students on roll and over 150 staff enjoying working together to provide the best for everyone. We are also fortunate to work in a fantastic building that was one of five community high schools within the Building Schools for the Future project in Burnley.

Everything we do is driven by our strategic vision and our ambition to be a truly great school. Three words are central to what we do: Belong, Believe and Achieve. We are committed to ensuring that all our students have bright futures and collectively, as a staff, we commit to our beliefs which are set out in our Strategic Vision (included in this pack).

In our latest Ofsted report in April 2023, the school was graded 'good' in every area and inspectors commented that the pupils *'enjoy attending this thriving and popular school'* and that they *'feel a strong sense of belonging to the school community.'* The report also identified that students *'achieve well'* and that *'almost all pupils successfully move on to apprenticeships, A levels or other forms of education, employment or training'.*

People and relationships are at the heart of what we do. One of our key values is that all members of our school community are known, valued and loved and we work hard to ensure this happens. We were delighted that Ofsted saw this in our relationships with our young people when they commented that *'staff know pupils very well'*. We work hard to create an environment in which staff feel a strong sense of belonging to our school, our students and our families. We are firmly committed to ensuring that all our staff have a positive work/life balance and as a result we give all our teaching staff a minimum of 20% non-contact time and staff have excellent CPD opportunities.

In our 2023 staff survey, 97% of staff were proud to be a member of our school community and 95% said that they enjoyed working at the school. Staff commented that:

- *'Leaders care and lead by example'*
- *'SJT is a great place to work'*
- *'I love being part of the SJT team and appreciate the opportunities that the school provides for its staff and pupils'*
- *'The staff are extremely positive and supportive of each other and value relationships with their students'*
- *'I do believe this is a great place to work, and I feel lucky to have this opportunity'*

We have a highly ambitious curriculum with over 70% of students following the EBacc subjects. Our results are consistently strong with students Attainment 8 and Progress 8 in line with other schools nationally.

We have a positive behaviour system which has *'high expectations of pupil's behaviour'* (Ofsted 2023).

We are proud of our achievements and continue to go from strength to strength. I would encourage you to come and visit SJT to see why we all believe that it is a special place to work and make a difference. Please contact Leanne Barwell, Headteacher's PA ([l.barwell@sirjohnthursby.lancs.sch.uk](mailto:l.barwell@sirjohnthursby.lancs.sch.uk)) to arrange an appointment. We look forward to receiving your application and please contact us if you would like any further information.

Yours sincerely,

*R Browning*

Rob Browning  
Headteacher

**Inclusion Keyworker**  
**(Learning Mentor)**  
**Grade 6 pt 11-19**  
**34.5 hours per week (5 days)**  
**Permanent, Term time + 1 week**  
**Actual salary: £21,021 - £24,095 pa**  
**To start 1<sup>st</sup> September 2024**

**We are characterised by how we treat our people**

“Pupils enjoy attending this thriving and popular school. They feel a strong sense of belonging to the school community. Pupils achieve well and almost all successfully move on to apprenticeships, A levels or other forms of education, employment or training. Staff have high expectations of behaviour and know pupils very well.” Ofsted April 2023

We wish to appoint an enthusiastic and organised Inclusion Keyworker, with the skills and ability to support students and establish positive relationships to promote excellent learning. This is an exciting opportunity to become part of a supportive team, committed to ensuring our young people are safe, healthy and supported to achieve.

It is an exciting opportunity for the right candidate to contribute to our work and benefit from an excellent environment, where all staff are encouraged to progress their careers with us. We have great facilities ensuring that our students and staff have the best learning environment in which to achieve. SJT is a very positive community, with our recent staff survey showing that over 95% of our staff enjoy coming to work and are proud to be part of our school. At SJT we view the professional development of all staff as a priority and you will be joining successful and committed team.

We are looking for an Inclusion Keyworker who will:

- Liaise with teaching staff to assess and provide particular support to targeted students to raise achievement and enable them to overcome barriers to learning
- Work with students who are looked after, exhibit challenging behaviour or are not thriving in school to identify their needs and support the development of individual action plans
- Facilitate group sessions around topics relevant to our student's needs
- Work in a one-to-one relationship with targeted, vulnerable students to implement an action plan
- Work with parents / carers to help address poor performance/attendance/behaviour and ensure students are able to achieve their potential through improved engagement with school
- Model commitment, resilience, patience, hard work and a good sense of humour.

The successful candidate will fully embrace our ethos of 'Belong, Believe Achieve' whilst bringing fresh ideas that will build on current strengths and achievements.

Further details and application form are available from the college website or Lynsey Clayton (on behalf of the Headteacher) as detailed below.

**For an application pack please:**

- download from the college website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)
- or telephone 01282 682313
- or email [l.clayton@sirjohnthursby.lancs.sch.uk](mailto:l.clayton@sirjohnthursby.lancs.sch.uk)

Send your completed Application form (only the version attached) stating which post you wish to apply for to:  
[l.clayton@sirjohnthursby.lancs.sch.uk](mailto:l.clayton@sirjohnthursby.lancs.sch.uk)

**Closing date:** 9am Monday 24<sup>th</sup> June 2024

**Shortlisting:** 25<sup>th</sup> June 2024

**Interviews:** Thursday 4<sup>th</sup> July 2024

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2023 an online search will be carried out as part of our due diligence on shortlisted candidates.

## Lancashire County Council

### Role Profile - Operational Context Form

<b>Post title:</b> Learning Mentor (Inclusion Keyworker)					
<b>Directorate:</b> CYP			<b>Location:</b>	Schools	
<b>Establishment or team:</b>		Sir John Thursby Community College		<b>Post number:</b>	n/a
<b>Grade:</b>	Grade 6	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	Yes
<p><b>Scope of Work – appropriate for this post:</b></p> <p>Working directly with pupils to provide mentoring and/or support to overcome particular obstacles to learning in relation to behaviour or attendance.</p>					
<p><b>In addition to the following duties, the post holder may be required to undertake any of the duties associated with a lower graded Learning Mentor post</b></p> <p><b>Accountabilities/Responsibilities – appropriate for this post:</b></p> <ol style="list-style-type: none"> <li>1. Liaise with teaching staff to assess and provide particular support to targeted pupils to raise achievement and enable them to overcome barriers to learning</li> <li>2. Identify the needs and assess those pupils requiring extra support and support the development of individual action plans for targeted pupils</li> <li>3. Work in a one-to-one relationship with targeted pupils to implement an action plan</li> <li>4. Work with parents / carers to help address poor performance/attendance/behaviour</li> <li>5. Undertake home visits to keep parents/carers informed and secure positive family support</li> <li>6. Monitor the implementation of plans and report on progress achieved, support the re-integration of pupils excluded from school or following an alternative timetable</li> <li>7. Provide extra support to pupils through knowledge of a range of activities and opportunities available to them including delivering individual and small group sessions as appropriate</li> <li>8. Support the development of partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning</li> <li>9. Maintain accurate pupil records and prepare written reports and evaluations.</li> <li>10. To work within school policies and procedures</li> <li>11. To take care of their own and other people's health and safety</li> </ol> <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> <li>1. Develop a range of study support activities, such as homework clubs</li> <li>2. Support the transition of pupils between phases</li> <li>3. Supervise pupils excluded from class or those following alternative timetables</li> </ol>					

4. Contribute to the development of activities to encourage family or community involvement in the school
5. Provide cover for timetabled lessons when required

**Additional supporting information – specific to this post.**

**Indicative knowledge, skills and experience**

Working at national occupational standards (NOS) for learning, development and support services and knowledge / skills equivalent to current national qualifications in learning, development and support services for children, young people and those who care for them at level 3.

Commitment to undertake in-service development

Commitment to safeguarding and protecting the welfare of children and young people

Satisfactory attendance record/commitment to regular attendance at work

To be aware of the confidential nature of issues related to home/pupil/teacher/school work

<b>Prepared by:</b>	M Renshaw	<b>Date:</b>	June 2024
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The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and/or numeracy if they do not have one already.

## Lancashire County Council

Person specification form		
<b>Job title: Inclusion Keyworker (Learning Mentor)</b>	<b>Grade: 6 Pt 11 - 19</b>	
<b>Directorate: Children and Young People</b>	<b>Essential Car User</b>	
<b>Establishment: Sir John Thursby Community College</b>		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b>		
5 A*-C GCSEs or equivalent including maths & English	E	AF
Recognised and relevant NVQ Level 3 qualification or equivalent relating to children, young people, social care	E	+ original certs
<b>Experience</b>		
Experience of working in a relevant service environment	E	AF/I/R
Experience of Administrative work	D	
Experience of supporting pupils with challenging behaviour	E	
Experience of working with children, young people and families both individually and /or in group settings	E	
Experience of co-working with other staff	D	
Experience of implementing planned programmes based on identified needs	D	
<b>Knowledge/skills/abilities</b>		
Ability to relate well to children	E	AF/I/R
Ability to work as part of a team	E	
Good communication skills	E	
Ability to relate well to parents/carers	E	
Ability to supervise and assist pupils	E	
Time management skills	D	
Organisational skills	E	
Knowledge of the concept of confidentiality	E	



First Aid Certificate or willingness to undertake training	E	AF/I/R
Administrative skills	D	
Knowledge of the cultures and religions of communities local to the school	E	
The ability to communicate effectively	E	
Knowledge of Child Protection procedures	E	
Flexible attitude to work	E	
<b>Other</b>		
A commitment to sustain regular attendance at work	E	AF/I/R
Commitment to undertake in - service development	E	
Commitment to safeguarding and protecting the welfare of children and young people	E	
<b>Prepared by:</b> M Renshaw <b>Date:</b> June 2024		
<b>Note:</b> We will always consider your references before confirming a job offer in writing.		

## SIR JOHN THURSBY COMMUNITY COLLEGE STRATEGIC VISION AND VALUES 2022-2025

Being a truly great school through..

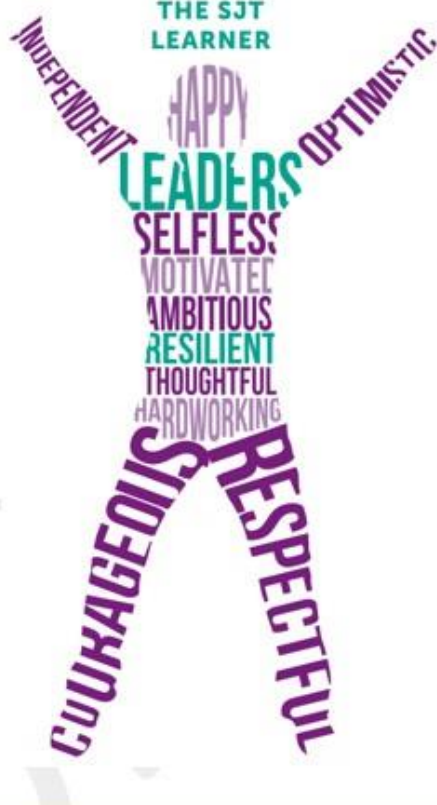
### OUR CORE PURPOSE

- To be a community-centred school, where all students achieve the academic & creative success needed for further study and employment
- To support social mobility and to make a positive difference in the lives of our students and their families
- To enable our young people to become confident, resilient, informed, adaptable and caring members of society

### MEASURING IMPACT

- Our students' outcomes place our school in the top 10% of similar schools
- Our teachers consistently deliver our curriculum effectively
- Our attendance will be at least 97%

### THE SJT LEARNER



### OUR VALUES

- We are ambitious for our students
- We value and invest in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are known, valued and loved
- We are inclusive & support diversity
- Our families play a key role in supporting our students to be successful
- A great education includes learning & experiences beyond the classroom
- All of us at SJT have the capacity to improve what we do

### OUR STRATEGIC PRIORITIES

1. To deliver a well-structured, knowledge-rich curriculum that enables our students to be successful in their next stages in learning and development
2. To ensure that all our students have the literacy skills needed to access the curriculum effectively
3. To ensure that our teaching is engaging and is responsive to the needs of all students
4. To ensure that the assessment of our students is accurate and enables gaps in learning to be addressed
5. To ensure that all our learners are 'Ready, Respectful and Safe'
6. To stop doing anything that prevents us from delivering great lessons and that creates unnecessary workload
7. To support the emotional well-being of our school community
8. To ensure that Leadership at all levels is highly effective



**BELONG BELIEVE ACHIEVE**

## Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)

Completed application forms should be returned by the closing date to Lynsey Clayton [l.clayton@sirjohnthursby.lancs.sch.uk](mailto:l.clayton@sirjohnthursby.lancs.sch.uk)

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2023 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link - [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



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