



# Lord Grey Academy

## Lord Grey Can



## LEARNING AND BEHAVIOUR MENTOR

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





# Lord Grey Academy

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### Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

Lord Grey Academy is a diverse and vibrant learning community where students develop skills in, and beyond, the classroom to ensure they flourish.

We ensure that every student has access to an outstanding education and is given the best life opportunities. We create a positive atmosphere, an "I can achieve anything" attitude through our core values and motto, Lord Grey Can!

Lord Grey Academy focuses on knowing each of our students and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. The success at Lord Grey stems from pastoral care. Our dedicated non-teaching pastoral team ensures all students are valued and included. Students at Lord Grey build close relationships with fellow peers and staff and enjoy being part of a close community.

The behaviour and attitudes of our students is very positive and we are proud of our students and the kind and caring attitudes to each other that they display. This ensures an environment in which learning is good and better for everyone.

We are relentless in our pursuit of excellence with a focus on academic rigour with compassion. We insist on outstanding behaviour within a harmonious and respectful culture, where students feel happy and safe. We encourage our students to become confident and ambitious young adults, balanced by compassion and respect for others.

Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become reality.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We are on a rapid journey of school improvement as we seek to provide even better outcomes for our students. The support and challenge provided by the Trust is key to this. Lord Grey Academy has quickly become the school of choice in the local area and parents' trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance.

We hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job or anything else about the Academy that you would like to know.

We look forward to meeting you.

Samantha Satyanadhan  
Associate Principal

Jim Parker  
Executive Principal





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## Advertisement

### LEARNING AND BEHAVIOUR MENTOR

Permanent

**Hours of Work: 8.00am – 4.30pm Monday – Thursday  
8.00am – 4.00pm Friday**

**39 weeks per year – Term time plus training days  
Plus 53 additional hours to be worked during the school holidays**

**Tove Learning Trust Band F - £20,043 - £20,444  
Actual annual starting salary: £18,900 per annum**

**This is a non-teaching role.**

We are seeking to appoint an enthusiastic and dedicated Learning and Behaviour Mentor. There are three main components to this role:

- to organise and carry out intervention work with identified individual students or sub-sets of students;
- to help and support the Inclusive Learning team with regards to student behaviour and progress;
- to offer cover in our Learning Support Centre, ensuring a calm but firm atmosphere prevails.

The successful candidate will be able to form positive relationships with students of all ages and have a calm, purposeful, approachable and friendly manner, and be able to encourage good behaviour through a pleasant but firm manner.

The role will involve basic data analysis to present information to students and parents if required. There will be liaison with faculties regarding coursework or revision work to form part of the intervention.

The successful candidate will be competent in the use of Microsoft Office/Google Suite applications, be well organised, able to multi-task and prioritise.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) by 9am on Monday 4<sup>th</sup> July 2022.

Only successfully short listed candidates will be contacted.





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**Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT.** Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

### **Tove Learning Trust**

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

*The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*





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## JOB DESCRIPTION

Role: Learning & Behaviour Mentor  
Responsible to: Assistant Principal – Inclusive Learning  
Based at: Lord Grey Academy  
Grade: Grade F, points 6 to 7

### Job Context

To work from Inclusive Learning Faculty under the direction of the Team Leader for our Learning Support Centre to organise and carrying out intervention work, to help and support the Inclusive Learning Team and to offer cover in our Learning Support Centre.

The various duties are organised on a rota basis so that it is clear which element of the job takes priority at any given time. You will be well organised, able to multi-task and prioritise. You will be an excellent time manager and will be able to form positive relationships with students of all ages. You will have presence around the academy and a calm, purposeful, approachable and friendly manner. You will be good at basic data analysis, in order to thrive in the 'intervention' role, and will be able to present information to students and parents if need be. You will be able to liaise with faculties over coursework or revision work as part of an intervention role and will be good at communicating with staff about students. You must be good with working with young people and be able to encourage good behaviour through a pleasant but firm manner.

### Key Responsibilities

1. Organise and carry out intervention work with identified individual students or sub-sets of students
2. Help and support the Inclusive Learning team with regards to student behaviour and progress
3. Offer cover in our Learning Support Centre, ensuring a calm but firm atmosphere prevails
4. Other duties

### Job Description

#### 1. Responsibility area 1 - Organise and carry out intervention work with identified individual students or sub-sets of students

- 1) As a member of our intervention team implement strategies that maximise student achievement
- 2) Support the co-ordination of coursework catch up and revision work across the academy
- 3) Develop links with tutors and subject teachers to seek their advice for strategies and resources that improve student attainment
- 4) Contribute to drawing up an individual action plan for each student you are working with
- 5) Raise students' awareness and understanding of their target grades
- 6) Encourage students by helping them with their work, teaching them study skills and offering appropriate guidance and advice
- 7) Support students in the completion of coursework
- 8) Support students in Reset with the completion of ASDAN units of work
- 9) Monitor the progress of targeted students on a weekly basis and to provide progress reports
- 10) Maintain records of involvement with targeted students and their parents
- 11) Research, organise and maintain the collection of resources to support student learning

#### Responsibility area 2 - Help and support the Inclusive Learning team with regards to student behaviour and progress

- 12) Help with general supervision on behaviour around the academy site
- 13) Work in the Reset provision
- 14) Run lunch-time and after school Study Skills Club sessions or another appropriate club





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### **Responsibility area 3 Offer cover in our Learning Support Centre, ensuring a calm but firm atmosphere prevails**

- 15) Work with Learning Support Centre students as directed and support in the Learning Support Centre

### **Responsibility area 4 Other Duties**

- 16) Be part of the Academy's Safeguarding Team
- 17) Monitor attendance of targeted students and develop strategies to improve their attendance in liaison with Heads of Year and pastoral team
- 18) Develop appropriate contact with parents of targeted students and keep them involved with the focused work of their youngsters
- 19) Prepare information for parents on study skills, learning strategies and intervention plans
- 20) Contribute to our duty team rota
- 21) Help to organise and attend holiday revision and booster sessions
- 22) Contribute regularly to the Newsletter to raise the profile of the academy's learning strategies and intervention strategies
- 23) Create attractive displays around the academy on learning tips
- 24) To ensure the effective implementation of the academy's Equalities Policy, Safeguarding and Child Protection Policy
- 25) Participate in training and other learning activities and performance development (including first aid certificate) as required
- 26) To comply with any other reasonable requests from the Principal when there are exceptional circumstances
- 27) To undertake such duties as may from time to time be reasonably assigned by the Principal

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.





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### PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable	How evidenced
Educated to GCSE level or above; GCSE English and Maths at Grade C; 5+ A*-C at GCSE level or equivalent	✓		A
Experience of working in a secondary school		✓	A
Experience and Knowledge	Essential	Desirable	How evidenced
Experience of working with young people	✓		A I
Have a working understanding of the range of support mechanism and opportunities that exist for students and mentors	✓		A I
Previous supervision or teaching experience		✓	A R
Experience of working in a high pressure situation, in which initiative, multi-tasking and excellent organisational skills were needed	✓		A I
Knowledge of how to de-escalate situations and remain calmly assertive	✓		A I
First Aid at Work qualification		✓	A I
Abilities and Skills	Essential	Desirable	How evidenced
Work well in a team, co-operate with/support colleagues	✓		A I
Able to stay calm even if working with difficult students	✓		A I
Ability to motivate others	✓		A I
Good communication skills (written and oral)	✓		A I R
Ability to show sensitivity and exercise confidentiality	✓		A I R
Commitment to uphold the academy's Equalities Policy, Safeguarding and Child Protection Policy	✓		A I R

A – Application form I – Interview R – Reference







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### Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Our staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't under estimate the responsibility and sometimes stress that comes with working in a busy Academy environment.

### How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Internal Intranet where all information is one place and data dashboards to support analysis of data
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.







# Lord Grey Academy

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### How to apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/> Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 1 side of A4.

