



St Edmund Arrowsmith **Catholic High School**

Prepare the way of the Lord

LEARNING AND BEHAVIOUR MENTOR

CANDIDATE INFORMATION PACK



Rookery Avenue,
Ashton-in-Makerfield,
Wigan, WN4 9PF
Telephone: 01942 728651
Email: office@arrowsmith.wigan.sch.uk
Web: <http://www.arrowsmith.wigan.sch.uk>
Headteacher: Mr. M. J. Dumican
B.A. (Hons), PGCE, NPQH, MSc, MEd

May 2023

Dear Potential Colleague

Thank you for your interest in the vacancy for **Learning and Behaviour Mentor** at St Edmund Arrowsmith **Catholic** High School.

Our aim has always been to inspire every pupil to want to make the world a better place. This aim sits above all others in defining an education for our pupils.

We are seeking a practitioner who is passionate about achievement and outcomes for young people both academically and personally and if you would like to join our school community as a colleague who is committed to these values, then I look forward to receiving your application form.

To apply, please use the CES application forms provided and return these prior to the closing date stated on the advert **Wednesday 7 June 2023 at 9.00am** to recruitment@arrowsmith.wigan.sch.uk.

Shortlisted applicants will be contacted as soon as possible and therefore if you have not received any contact within a 2 week period following the closing date, we must advise that you will not have been successful on this occasion.

If you require further information, please do not hesitate to contact the school where you will be sure to find a warm and courteous welcome.

Yours faithfully

M J DUMICAN
Headteacher



St Edmund Arrowsmith
Catholic High School
Prepare the way of the Lord

JOB DESCRIPTION: LEARNING AND BEHAVIOUR MENTOR

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for support staff and other current education and employment legislation including that of the Department for Education.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

JOB TITLE: Learning and Behaviour Mentor

JOB PURPOSE: The Learning and Behaviour Mentor will play a key role on the pastoral team, working alongside the Directors of Learning, the Learning Development Leaders and the Inclusion team. The Learning and Behaviour Mentor will work with an identified cohort of pupils to remove barriers to their learning which might involve liaising with staff to discuss the learning challenges faced by those individuals and engaging with parents to encourage their support. The Learning and Behaviour Mentor will also be a first responder to incidents that occur during the school day, liaising with DoLs to update them on situations and providing them with the necessary information to decide what next steps to take.

RESPONSIBLE TO: Named DOL, Business Manager, Deputy HT Pupil Welfare

LIAISES WITH: Inclusion and Pastoral Team, Directors of Learning (DoLs), Learning Development Leaders (LDLs), Teaching Staff, Support Staff, Outside Agencies, Pupils and Parents/Carers

POST GRADE: **G6: SCP 14-20** (£25,409 - £28,371 Full time salary)
Approximate pro-rata (actual) salary £21,758 - £24,295
(Hourly rate £13.17 - £14.70)

HOURS OF WORK: 37 hours per week (Term-Time + 1 week)
Mon – Thursday: 8.00am – 4.00pm / Friday: 8.00am – 3.30pm
Lunch 30 minutes

OTHER: The role requires flexibility to suit the needs of the school.
(Additional week may be used in lieu of meetings attended outside core working hours, Inset and training days)

MAIN DUTIES AND RESPONSIBILITIES:

Monitoring and track a cohort of pupils as directed

- Work with DoLs to deliver appropriate learning, pastoral and behaviour support to ensure that students achieve their best
- Liaise with DoLs/LDLs to direct pupils to the best support available in school e.g. Academic Care Packages
- Work as directed by DoLs/LDLs to identify and provide development/ enrichment programmes which will inspire, develop and support cohorts of pupils as needed.
- Lead above where apt
- Assist with the supervision of pupils out of lesson times, including before and after school, lunch and breaktimes as may be reasonably expected.

Responsible for promoting good pupil behaviour

- Promote good pupil behaviour, acting as a first responder and support for DoLs, LDLs and Inclusion and Pastoral Team members in cases of conflict and other incidents in line with established policy/DoL guidance and encouraging pupils to take responsibility for their own good behaviour.
- As directed by DoLs, investigate incidents which might prove a barrier to learning e.g. poor behaviour, friendship issues, lost equipment. Issue relevant sanctions, find relevant solutions and carry out apt follow up actions.
- Liaise with DoLs/LDLs to direct pupils to the best support available in school.
- Assist with the school's programme of behaviour monitoring and sanctions (duties and detentions).

Responsible for liaising with staff and external agencies

- Attend pastoral briefings/meetings/year team meetings as required to ensure a co-ordinated approach.
- To keep all necessary records up to date
- Be involved in the preparation and administration of PEPs where appropriate
- To liaise with outside agencies as appropriate to ensure integrated working.

Responsible for developing positive relationships with parents

- Contact parents to update them on pupils' progress, celebrate success and inform them of any challenges faced by their children in school.
- Where apt, meet parents to discuss their child's learning.
- Assist attendance officer to improve attendance of individuals where apt.

SCHOOL SUPPORT

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, supporting pupils with medical conditions, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Participate or lead in training and other learning activities as may be reasonably directed.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise pupils on visits, trips and out of school activities as may be reasonably directed
- Where required, play an active role in wider school life, e.g. support the Catholic ethos, assist on Review Days/Sports Days
- To carry out general support staff duties when required.
- To act as a First Aider, which may include contacting parents/hospital where needed and administering basic first aid if necessary.
- To invigilate examinations when required.
- Any other tasks as directed by your Line Manager or Headteacher which are appropriate to the post.

REVIEW

A job description may be amended by the Headteacher after consultation with the support staff member and preferably with her/his agreement. On her/his own initiative, a support staff member may request that amendments are made to her/his job description and a request will be considered carefully.

<p>The applicant will be required to safeguard and promote the welfare of children and young people</p>
--



PERSON SPECIFICATION: LEARNING AND BEHAVIOUR MENTOR

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the Trust Deed.

Experience

	Essential	Desirable	Source
Experience of working with or caring for children of a relevant age in a learning environment with social, emotional and behaviour difficulties	✓		A, I, R
Experience of new technologies and ICT to support learning	✓		A, I, R

Training and Qualifications

	Essential	Desirable	Source
3 x GCSE grade C (or above) in Maths and English (or equivalent qualification)	✓		A
Relevant first aid qualification or willingness to undertake training to obtain	✓		A, I
Willingness to participate in development and full training opportunities	✓		I
Training in the relevant strategies or a willingness to undertake such training	✓		I

Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post

	Essential	Desirable	Source
Good understanding of the relevant policies/codes of practice and legislation		✓	A, I
Knowledge of the national/foundation stage curriculum and other relevant learning programmes/strategies		✓	A, I
Understanding of child development and learning processes		✓	A, I
Understanding of statutory frameworks relating to teaching		✓	A, I
Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment	✓		A, I, R
Knowledge of physical, intellectual, emotional and social development of children (PIES)	✓		A, I, R

Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required

	Essential	Desirable	Source
Ability to use a range of strategies to deal with whole classroom and individual behaviour	✓		A, I
Ability to support and motivate other team members		✓	A, I
Very good communication skills to deal with both children and adults	✓		A, I, R
Ability to constantly improve own practice/knowledge through self-evaluation and learning from others	✓		A, I
Ability to work under supervision and as a team member	✓		A, I, R
Ability to organise self and others	✓		A, I, R

Ability to deal with minor injuries		✓	A, I
Professional appearance and conduct	✓		A, I, R
A committed lifelong learner, willing to undertake further training to suit the needs of the role	✓		A, I
Flexibility to work outside the normal school hours if needed	✓		A, I, R
A sense of humour and positive outlook	✓		A, I, R
A determination to succeed	✓		A, I
Energy, enthusiasm, adaptability and flexibility	✓		A, I, R
A willingness to support the school's aims of strengthening links with the local community	✓		A, I
The ability to build and maintain effective relationships	✓		A, I, R
The ability to anticipate and solve problems creatively	✓		A, I, R
Loyalty and confidentiality	✓		A, I, R
The ability to prioritise and manage time effectively	✓		A, I, R

KEY: **A** = Application, **R** = Reference, **I** = Interview

Note: Candidates failing to meet any of the essential criteria will automatically be excluded