



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



Recruitment Booklet

Learning Mentor – English

Learning Mentor – English

We are a thriving Trust in South Leeds with 5 current schools, 3,193 children and 456 staff. We are preparing for further growth and are seeking a Learning Mentor – English join our team at this exciting time.

Post: Learning Mentor – English
Required: September 2022
Pay scale and salary: B1 SCP 4 to 6 £16,459 - £17,124 (actual salary)
TTO plus 4 days
Hours of work: 37 hours per week

We are looking to recruit a dynamic and inspirational Learning Mentor – English, to join and contribute to the continued development of Cockburn Multi-academy Trust who:

- is excited by their role and by the prospect of working with young people, even those who are less well motivated
- loves the processes of learning and is keen to continually develop their own skills
- recognises that working in a school can be a demanding job but get on with it rather than complaining
- will subscribe to the ethos of the school and go the extra mile in terms of time and commitment to get the very best from their students
- sees break duty as an opportunity to talk to students
- is quick to praise and slow to criticise
- is always prepared to go over and above what is expected

If you feel you have these qualities, we are recruiting to the above position as we build on our capacity to move from being good to outstanding on our journey of 'Transformation to Excellence'.

Apply online here: www.cockburnschool.org/vacancies

The closing date for applications is 9:00am on Monday 26th September 2022.

The school is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including an enhanced DBS disclosure.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK-either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK, please consider carefully whether you meet the eligibility to apply.



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



Contents

- Introduction from the Executive Headteacher
- Job Description
- Person Specification
- Flow Chart – Caution and Conviction



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



Introduction from the Executive Headteacher

Thank you for your interest in the post of Learning Mentor – English. It is an exciting time to join Cockburn Multi-academy Trust as we continue to grow and develop. We have an excellent reputation in Leeds and beyond and are in a privileged position to be able to give considerable support to an increasing number of schools within the city of Leeds and across the region. As a National Leader of Education, I am keen to develop leaders for the future and Cockburn School's status as a National Support School ensures that there are increasing opportunities for both professional and career development for staff.

Our vision is an exciting, innovative and challenging one that will be at the heart of our schools, to create opportunities within and beyond the curriculum to enable each student to become confident, independent and successful citizens in modern Britain. In order to deliver our vision, we are looking to appoint colleagues who are dedicated and passionate about working with young people of all abilities and all backgrounds, you will be a reflective practitioner who not only shares our enthusiasm, aspirations and commitment but will make a difference, it is on these qualities that Cockburn MAT will continue to flourish.

I know that there is something unique about the schools in our MAT. Whilst they are at different stages of their journey of 'Transformation to Excellence' it is without doubt, the incredible staff teams that make the difference. We were very proud that Cockburn School was judged by Ofsted in February 2022 as Outstanding in all areas which is an excellent achievement. There are two other successful secondary schools within the Cockburn MAT, Cockburn John Charles Academy which became a Cockburn MAT school in 2017 and our free school, Cockburn Laurence Calvert Academy that opened in 2021. We also have two primary schools, Middleton primary and Cockburn Haigh Road Academy.

As Executive Headteacher, I am fortunate to work alongside such dedicated teams that are relentless in their determination to secure the very best outcomes for the young people. That is why we would rather make no appointment than appoint someone who is not committed to our journey of 'Transformation to Excellence'. For this reason, we try to articulate clearly our Vision, Values and Expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

We aim to recruit staff who:

- are excited by their role and by the prospect of working with young people, even those who are less well motivated
- love the processes of learning and teaching and are keen to continually develop their own skills
- recognise that teaching can be a demanding job but get on with it rather than complaining
- will subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students
- see break duty as an opportunity to talk to students
- are quick to praise and slow to criticise.

Yours faithfully,



Mr D Gurney
Executive Headteacher



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



Job Description

Job Title: Learning Mentor – English

Accountable to: Subject Leader of English

Main Duties:

- support the aims, ethos and mission of the Trust
- support the English department in ensuring that all learners receive a curriculum appropriate to their individual needs so that they fulfil their potential at the end of each key stage
- mentor an identified cohort of learners who are at risk of underachieving in English for whatever reason and monitor and evaluate their progress, offering them encouragement and advice as well as care, support and guidance in all aspects of their school life
- be involved in form time mentoring
- keep records of student progress, set targets and prepare appropriate materials to ensure that those who have been absent are able to catch up with the work and provide work for long term absentees
- support identified learners in the classroom
- work with small withdrawal groups to deliver a special programme; to address a specific need; to help them catch up; or to provide a safer learning environment
- provide extra-curricular opportunities to enhance learning
- do a duty before, after and during the school day
- support the organisation of and attend subject surgeries and contribute to the discussions about individual student's progress, attend trips and residential as directed
- carry out administrative tasks where required
- attend meetings and CPD as required
- cover lessons for absent English teachers
- undertake other duties as directed by the Head of School and/or Executive Headteacher.



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



Person Specification

Essential Criteria	How Identified	Desirable Criteria	How identified
<u>SKILLS</u> Very good literacy/numeracy skills and English knowledge Can use ICT effectively to support learning Ability to relate well to children and adults Work constructively as part of a team	Application form and selection process. Certificate where appropriate Application form and selection process Application form and selection process Application form and selection process	Use of other equipment technology – video, photocopier, use of interactive white board, digital camera Ability to self-evaluate learning needs and actively seek learning opportunities	Application form Qualification Application form
<u>KNOWLEDGE & UNDERSTANDING</u> Working knowledge of national curriculum and other relevant learning programmes/strategies Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation Experience working with children of relevant age Understanding of classroom roles and responsibilities and your own position within these Understanding of principles of child development and learning processes	Application form and selection process Certificate where appropriate Application form Application form and selection process Application form and selection process Application form and selection process		
<u>QUALIFICATIONS/TRAINING</u> NVQ level 3 for Teaching Assistants or equivalent qualification or experience i.e. degree 5 A* - C GCSEs including English and mathematics	Application form and selection process Application form and selection process	Appropriate first aid training A Level English English Degree	Application form certificate Application form certificate



