

RECRUITMENT PACK

IVANHOE SCHOOL

Learning Mentor — English



A journey to excellence

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SCHOOL

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Message from Headteacher

Thank you for expressing an interest in this post at Ivanhoe School.

At Ivanhoe School, our students come first. We recognise their different needs and work hard with them to develop their abilities and talents. We value the unique contribution of each student and want them to achieve their full potential.

On our journey we commit to:

- Providing a rich and creative teaching and learning community
- Providing a safe and caring environment
- Investing in ourselves to ensure everyone achieves success
- Respecting and valuing everyone and embracing diversity
- Building strong partnerships within our local community
- Continually preparing to meet future challenges



Our students are highly successful across a broad range of activities – personal and social development, sporting, artistic, musical and cultural. We work in close partnership with schools within LIFE Mat to build expertise across our teaching community.

We enjoy learning together – not only in lessons but also through the wide range of extra-curricular activities we have on offer, and we encourage all students to get involved. We are committed to working closely with parents and a high value is placed on student voice in all aspects of school life.



Highly qualified teachers and support staff provide an excellent, caring environment in which students can learn and flourish safely. Our aspirations, expectations and commitment are relentlessly high for all members of the school community.



Ivanhoe School became Members of the LiFE Multi Academy Trust in July 2021. Ivanhoe School works closely with local LIFE MAT schools: Ashby School and Ibstock Community College as part of the 'National Forest Hub.'

The LiFE MAT visions and values are as follows:

Vision

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

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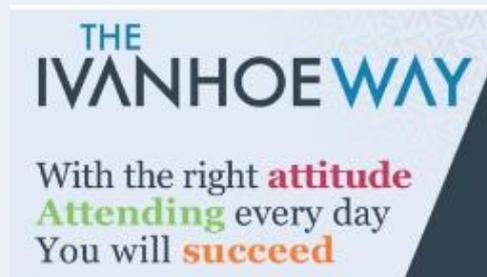
Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

We look forward to your application

Alison Allford
Headteacher



Learning Mentor – English
Grade 6, Points 9 - 10 (£25,188.00 - £25,590.00) FTE
Actual Salary £20392.42-20717.88 per annum
35 hours per week, 39 weeks per annum

We are looking to recruit, as soon as possible, a highly motivated and enthusiastic Learning Mentor to join the English Faculty.

We are seeking someone who has a strong knowledge of secondary school English, and with the ability to support the learning and progress of students in lessons and smaller groups.

An enthusiasm for learning English coupled with a good understanding of the importance of English for students, is essential together with the ability to inspire and motivate students to achieve highly. Our vision statement clearly describes our 'Journey to Excellence' and we are aiming to move from 'good to outstanding' in all aspects of our work at the School, particularly in teaching and learning. We are also interested in helping our students to develop positive attitudes to learning and to enjoy taking part in a range of activities. Our English Faculty are looking to enhance our range of enrichment activities for students and you will ideally have organisational skills to support this work.

In this role you will make an important contribution to the work of the faculty and have a positive impact on the lives of young people. The role would be ideal for anyone considering a future career in teaching English.

If you have the drive and energy to make a real difference for our students, and if Ivanhoe School and this role sound like the ideal next step in your career, I hope you will feel encouraged to apply.

Please contact headspa@ivanhoe.co.uk if you require any further information about the school or the role.

Closing date for applications is 12.00pm, 18th June 2025

Application Process:

All our current career opportunities and applications forms can be found at <https://www.eteach.com/careers/ivanhoe-co/>

Safeguarding

LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search. We are committed to the safety of our students and the protection of staff. Our recruitment process is in full accordance with recent guidance from the government for safer recruitment. Appointment to this post will be subject to satisfactory pre-employment checks.

Equal Opportunities

Ivanhoe is committed to equal opportunities in our recruitment and selection procedures. We welcome applications from all who meet the essential requirements within the person specification.

Job Description

Title: Learning Mentor – English

Salary: Grade 6, Point 9-10
Full Time Salary £25,188.00 – £25,590.00
Actual Salary £20392.42-£20717.88

Hours: 39 weeks per year
35 hours per week
8:30am – 4pm Monday to Friday
Permanent Contract

Responsible to: Head of Faculty and Deputy Head of Faculty

Responsible for: Working under the direction of teachers to assist with teaching and learning in the English Faculty to further support the progress of students in English.

Responsibilities specific to the role:

- To assist with the planning, delivery and evaluation of whole class learning activities, including identifying how students can best be supported.
- To work with teachers to plan, deliver and evaluate learning activities for small groups or individual students, providing relevant feedback to the teacher.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the department's lesson plans.
- To promote the development of students' self-reliance, self-esteem and emotional resilience.
- To promote, observe and report on student performance and development, using assessment strategies to improve learning.
- To develop positive relationships with students and promote good behaviour for learning in line with School policies and expectations.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the School staff team.
- To develop positive relationships with parents, contacting home as directed by the English Team
- To prepare and support the use of learning resources, including ICT resources, to support students' learning.
- To monitor and maintain curriculum resources, and create visual displays in order to ensure high quality learning environments within the English department areas.
- To contact parents, other schools, external organisations by email, phone, etc as required to support the work of the English Department.

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- To support the Subject Leader with administration duties as required including entering student assessment marks, producing summary reports, booking of events and trips, and any other reasonable duty as requested by the Subject Leader.
- To use relevant student data to monitor and track progress of groups and individuals, support teachers in the monitoring of action plans and additional needs to ensure that deadlines and targets are met and students achieve their potential.
- To lead and/or contribute to extra-curricular activities as directed by the Subject Leader, occasionally outside the School hours.

The Post Holder is Responsible to the:

- Headteacher in all matters
- Assistant Headteacher: Curriculum and Outcomes

General Responsibilities:

- To promote the School vision and contribute to meeting the key priorities in the School Improvement Plan
- Comply with Ivanhoe School policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- All staff and volunteers to commit to the safeguarding and promoting the welfare of children and young people.
- Adhere to the Ivanhoe School Equalities, Health and Safety policies and procedures.
- Engage fully in the School's Performance Management process.
- Undertake professional development activities to enhance personal and job performance.
- Attend relevant department and School meetings.
- Any other reasonable duties as required by the management team.

All Ivanhoe employees are expected to promote and safeguard the welfare of students at the school. Our Child Protection Policy is made known to all and is designed to guide staff, students and parents/carers with regard to Child Protection issues.

Person Specification

	Essential		Desirable	
Qualifications and Professional Development	GCSE English & Maths or Equivalent	A	ICT Skills	A
	Commitment to continuing professional development	A		
Application	Well written and well-presented application that addresses the requirements of the post	A		
Knowledge and Skills	An ability to work positively with students with learning and/or emotional/social difficulties	A/I/R	Experience of successful record keeping	A/I/R
	Successful experience of working with young people	A/I/R	Successful experience of working with external agencies supporting young people	A/I/R
	Successful experience of working as part of a team	A/I/R		
	An ability to work independently and deal effectively with a wide range of tasks	A/I/R		
	Capacity to form positive relationships with students, staff and parents	A/I/R		
	Enthusiasm for becoming involved in the wider life of the school e.g. extra-curricular activities, residentials, school visits etc	A/I		
Personal Qualities	Good health, punctuality and attendance record.	R		
	Appearance to inspire confidence in community and students.	I/R		
	A resilient, good humoured approach to dealing with range of different situations and people.	I/R		
	Confidentiality			
	An ability to remain calm under pressure	I/R		

Evidence to be gleaned from: A Letter of application and application form
 I Interview process
 R Reference

Safer Recruitment Applicant Information

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Ivanhoe School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Ivanhoe School's safer recruitment process.

PRE- EMPLOYMENT VETTING

As part of its safer recruitment and selection process, Ivanhoe School operates a strict preemployment vetting procedure. All applicants will be required to undergo the checks outlined below.

Declaration of Previous Convictions

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

Disclosure and Barring Service (DBS)

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a Professional Body If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. Ivanhoe School will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ivanhoe School will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.

In all cases, Ivanhoe School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Eligibility to Work in the UK

Ivanhoe School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

IMPORTANT NOTICE TO ALL APPLICANTS

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.