

# Learning Mentor Church Lawton School

Job Pack



# Learning Mentor

## Church Lawton School

---

Salary:	Full time is c£22k (based on c£25k for a 52 week role)
Basis:	37 hours per week; 45.8 weeks per year (part time considered)
Location:	Church Lawton School, Stoke-on-Trent, Staffordshire

---



## About Us

Liberty Academy Trust is an education charity established in 2022. Our purpose is to deliver an education for our children that meets their needs, aspirations, and interests, and which prepares them well for adulthood. Our values of courage, determination and teamwork are the key drivers to bring about positive change, so that all our children and young people can be successful now and in their future lives.

We are currently a small Trust of three academies, with plans to grow so that our reach and impact can extend further. Committed to providing an excellent education for autistic children and young people, our approach is to support the whole child, offering a balance of personalised teaching and therapeutic support as standard.

We opened Church Lawton School in 2015 and provide a curriculum for students from across the spectrum who have a range of learning needs. This covers an age range from age 4 to age 19, building each child's development week by week, term by term and year by year.

---

# Welcome from the CEO

---



Thank you for your interest in this role within Liberty Academy Trust.

This is a hugely exciting time for our family of academies as we seek to grow and extend our reach so that we can make a real difference to the lives and life chances of children – and particularly those who are autistic – so that they receive the educational opportunity they deserve.

The Trust currently has three academies based in the local areas of Cheshire East, Reading and Lambeth; all of which are at different stages of development. As a Trust, we are clear about the importance of achieving long-term sustainability for our academies.

Our vision is to lead through moral purpose, whilst taking advantage of collaborative opportunities and partnership work, to secure an excellent educational offer for our children and young people. Employees within Liberty Academy Trust belong to a community of professionals and benefit from an increasingly wide range of networks and development opportunities across the Trust, which will increase further as we grow.

With high expectations for staff and pupils alike, those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues to continuously develop their skills, pursue professional excellence, and are committed to providing the highest standards.

If you see yourself in that description, then we would be delighted to receive your application.

**Dr Nic Crossley, Chief Executive**

Our **core purpose** is to deliver an education for our children that meets their **needs, aspirations** and **interests**; and prepares them well for **adulthood**.

---

We support the whole child, offering a balance of **personalised teaching** and **therapeutic support** as standard.

## Welcome from the Principal

.....



Are you passionate about making a difference in the lives of young people with autism?

We would be delighted for you to apply to join Church Lawton School as a Learning Mentor, proudly part of Liberty Academy Trust. The school welcomes you to provide an outstanding environment with high levels of support that makes students who are on the Autism Spectrum valued, understood, and empowered toward achievement.

Church Lawton Primary School is the recent recipient of Advanced Autism Accreditation, marking our third consecutive Autism Accreditation in recognition of our ongoing commitment to excellence in autism education. Furthermore, our commitment to parent partnership has been nationally recognised through Edurio, placing us in the top 10 schools in England for parental engagement and collaboration.

Part of the Liberty Academy Trust, we will be built on the core values of courage, determination, and teamwork. We will provide a safe, supportive, inclusive learning environment in which students of all ages can develop academically, socially, and emotionally. Our innovative approaches and deep understanding of our pupils mean every child receives a unique education that prepares them for successful adulthood.

We envision a world that works for autistic children and young people where an exceptional educational experience can support success now and into adulthood.

Please join us in doing something significant.

Warm regards,

**Paul Scales, Principal**

.....

# About the Role

---

We're looking for dedicated and enthusiastic Learning Mentors to join our team. **This is more than a job** – it's an opportunity to **transform lives, support growth**, and be a part of an **innovative approach to education**.

We have multiple full-time roles available (flexible working will also be considered). All Learning Mentor roles are term-time only (45.8 weeks per year.)

At Church Lawton, our exceptional environment for both students and staff includes:

- **Specialist Induction Programme and Autism-Specific Training:** Gain the skills and confidence to support our students effectively.
- **Fantastic Facilities:** Work in a school designed to inspire, including a brand-new Purpose-Built **Quality of Life Hub** and **Quiet Working Spaces** tailored to meet the needs of our staff and students.
- **A Supportive and Inclusive Environment:** Be part of a team that values your contributions and invests in your development.

## What We're Looking For

- You will have **previous experience** in a supportive or caring role (paid or voluntary), with a relevant qualification or equivalent experience.
- You will hold a Minimum of 3 GCSEs or equivalent at grades 4/C or above, including **English Language and Mathematics**.
- A relevant further qualification at NVQ Level 2 or above (e.g. NVQ 2 for Teaching Assistants), or where staff do not have this qualification, we are prepared to support candidates to complete this qualification within 12 months of commencing employment
- You'll have the **ability to communicate effectively and sensitively** with a range of different people, including a good standard of written and spoken English.
- Above all, you will have **an enthusiasm for helping** people with autism to thrive.

Our success depends on our skilled and dedicated staff. We offer a competitive salary and pension, as well as a focus on staff well-being and a range of benefits including discounts at a range of shops, restaurants, gyms and leisure activities.

More importantly, we offer the opportunity to play a part in highly rewarding work, as part of an ambitious and supportive team.

---

Our three core values of **courage**, **determination** and **teamwork** drive positive change.



## Job Description

---

### Purpose

The main purpose of the role is to work with our children and young people to help them address barriers to learning through supportive one-to-one relationships and small group work.

### Key Responsibilities

#### Student-focused work

- Carry out small group and individual learning activities under the direction of the Higher Level Teaching Assistant.
-

- Have specific responsibility for supporting the learning and development of named pupils as their key worker to support and collaborate in partnership with parents and carers and engage their key children in preparation for adulthood and independence skills building
- Provide support for individual learners in a range of environments to enable them to participate fully in activities.
- Support learners to identify and resolve a range of issues that create barriers to their learning.
- Assist in the development and implementation of Individualised Education Programmes for learners and help to monitor their progress.
- Maintain challenging and high expectations and promote self-esteem and independence.
- Contribute to maintaining and evaluating records of learners' progress.
- Implement strategies and support learners to develop their social skills, confidence and self-esteem.
- Contribute to the development and implementation of learners' inclusion plans.
- Contribute to the development and implementation of combined records.
- Co-ordinate and organise pupils attending extra-curricular activities / work experience or other out of school activities under the guidance of the class teacher or instructor.

### **Wider work**

- Attend daily debriefs and weekly staff and team meetings.
- Contribute to the school's enrichment and extended education programme, after school and lunchtime activities.
- Contribute to curriculum planning.
- Use ICT to support delivery of learning activities.
- Support the class team in the management and preparation of resources and displays.
- Work cooperatively and collaboratively with parents and other professionals.

### **Other**

- Always comply with Trust policies and procedures; including, but not limited to, Safeguarding, Health and Safety and employment policies.



- Work within the Trust's Equality and Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, and conduct; and maintain positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal and performance review process, and in relevant continuing professional development.
- Be willing to travel to the Trust's schools and other sites as needed.

Job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role. The job description will be kept under review and modified from time to time.

## Person Specification



### Essential

#### Qualifications and Knowledge

1. Minimum of 3 GCSEs or equivalent at grades 4/C or above, including English Language and Mathematics.
2. A relevant further qualification to at NVQ Level 2 or above (eg NVQ 2 for Teaching Assistants), or where staff do not have this qualification, we are prepared to support candidates to complete this qualification within 12 months of commencing employment
3. A basic understanding and interest in autism.
4. An understanding of the principles of Health and Safety.

#### Skills and Experience

5. Previous experience in a role involving supporting or caring for others (either in a paid or voluntary capacity).
6. Ability to communicate effectively and sensitively with different people using a variety of appropriate methods, including a good standard of written and spoken English.
7. Ability to report and record accurately.
8. Ability to form and maintain effective working relationships as part of a team.





9. Ability to use common software applications; knowledge of best practices for protecting personal and organisation data; and an aptitude for adapting to emerging technologies.

### **Personal Attributes**

10. An understanding of and commitment to the aims, vision and values of the Liberty Academy Trust and the principles of public life
11. An enthusiasm for and a positive attitude towards supporting people with autism to lead independent and fulfilling lives.
12. A commitment to equality, diversity and inclusion.
13. A patient, caring and supportive nature.
14. High degree of professionalism in dealing with sensitive information, maintaining confidentiality where necessary.
15. Self-motivated and able to demonstrate initiative when required.
16. An ability to work flexibly to adapt to change, needs and circumstances.
17. Resilience maturity; able to work effectively in challenging situations
18. A demonstrable commitment to continuing professional development.

### **Desirable**

19. Experience of working with people with autistic spectrum disorders.
20. An awareness of vulnerable adults and young people's safeguarding issues and legislation
21. Knowledge of educational practices, policies and expectations, ideally to include in relation to pupils with special educational needs.

All members of the Liberty Academy Trust community are driven by the three core values of courage, determination, and teamwork.

---



## Recruitment Process

---

Application deadline: 10am on Monday 6 October 2025

Interviews: Friday 17 October 2025

---

We're dedicated to equality, diversity and inclusion. Applications for this job are encouraged from anyone who is suitably qualified and experienced for the role - including those with protected characteristics, and particularly welcome from neurodivergent individuals.

To apply, please submit a fully completed application via our [recruitment portal](#) on the Times Education Supplement (TES) website. Your application should explain why you are interested in this opportunity and, with reference to the person specification, the attributes that make you a suitable candidate. Note that we can only consider applicants who are legally entitled to work in the UK.

**We currently have multiple positions available (full time with part time considered) due to continued school growth.** Please state clearly in your application if you are applying for a full time hours or part time hours role.

---

For shortlisted applicants, the selection process will be designed to provide opportunities for you to demonstrate your strengths, qualities, and experience in relation to the role. The details will be made clear at invitation stage. We are very happy to discuss adjustments to the recruitment process for those that need it.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2025. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and staff employed by contractors.

For practical reasons, we are unable to provide feedback to candidates who are not shortlisted. However, we will always offer feedback to those who take part in a selection process.

If you're ready to make a meaningful impact, apply today and join our mission to empower students with autism to achieve their potential.

