

Kirkby High School

**Recruitment Pack**

**Learning Mentor**



MAXIMISING OUR POTENTIAL



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**Welcome**

Dear Applicant,

Thank you for your interest in the Learning Mentor position at Kirkby High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to start in September 2025.

We are proud of our school’s success and are committed to providing an ambitious and inclusive environment with a strong pastoral care system that values every member of our community.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Kirkby High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting my PA, Jo Barrett on 0151 477 8710 or email [j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs A Dobson

Headteacher

Kirkby High School

A diagram of a child development process

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**The Rowan Learning Trust**

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises 12 schools: 3 high schools, an   
all-through alternative provision academy and 8 primary schools. Together we share a set of common values:

* Respect 🞄 Kindness 🞄 Integrity

Our strategic aim is to provide a world class education by:

* Attracting, developing and retaining people
* Embodying the values of the Trust
* Expanding our reach
* Optimising resources

The Trust in Numbers:

* 4250+ students 🞄 11 schools
* 10 sites 🞄 675+ employees
* 5 local authorities 🞄 £37,000,000 annual budget
* 80+ governors

**Kirkby High School**

**Kirkby High School is an Ofsted rated 'Good' 11-16 mixed comprehensive. All staff at Kirkby High School fully embrace our vision:** “*A community driven by high expectations and mutual respect providing all individuals with the belief and opportunities to succeed now and in the future*”.

Kirkby High School stands at the centre of our local community and we believe that we offer our young people guidance and aspiration to be the best they can be in all aspects of life. Quality teaching and learning, supported by reliable pastoral systems, ensure that students are preparing well for later life.

We believe in building a culture of resilience and tolerance in which our students can thrive. Our aim is to increase our students’   
self-belief and to show them that they can be what they want to be.

**Confidence Kindness Aspiration Respect Resilience**



A paper with text and purple arrows

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Description automatically generated

**Continued Professional   
Development Framework**

Learning Mentor

Reports to: Headteacher / Deputy Headteacher

Location: Kirkby High School, Bracknell Avenue, Kirkby, L32 9PP

Salary: NJC Grade J, scale points 26 – 28 (pro-rata)

£36,124 – £37,938 pro rata (actual £31,955 – £33,560)

Hours: 36 hours per week / 46 weeks a year (term time plus workback element)

**Job Description**

|  |
| --- |
| **Main Purpose** |
| The postholder will ensure students achieve their full potential by providing support and assistance which will help students to overcome barriers to learning. The variety of issues will range from punctuality, absence, bullying, challenging behaviour, abuse and low self esteem. This is not an extensive list. The postholder will provide a range of support services designed to enhance provisions, support learning, increase participation nd encourage social inclusion.  **Main Duties:**  The postholder will contribute to students’ learning and development by:   * Identifying and supporting learning and development needs. * Developing an appropriate coaching plan to build a relationship designed to engage students in order to support improvement. * Monitoring and evaluating the effectiveness of the coaching support provided. * Developing appropriate relationships with students to engage them in learning and support academic improvement. * Contributing to and participating in assessment to identify individual barriers to learning. * Developing strategies, options and alternatives to overcoming barriers to learning. * Developing, agreeing and implementing a coaching plan with students and those involved to set targets, providing meaningful measures of achievement, monitoring progress, identifying additional need and celebrating success. * Liaising with families and carers to share information about the students’ needs and progress as and when appropriate. |

* Developing and organising relevant activities to create a stimulating, safe and secure environment to engage students in order to support learning.
* Liaising with all relevant staff and any external professionals to ensure understanding, support and commitment to the approaches and strategies being used. Including collating and producing relevant information to facilitate.
* Collating data on student progression, produce reports, share information and maintain records to facilitate monitoring and evaluation.
* Working within the school’s policies, liaising with teaching/non-teaching staff and external agencies to support students displaying difficult or challenging behaviour drawing from a range of appropriate techniques, skills and strategies.
* Monitoring students’ conduct and behaviour during individual sessions and take appropriate action when it is required, following the school’s Behaviour for Learning policy.
* Attending and participating in relevant training.
* Completing mentoring sessions and detentions before and after school as appropriate to support the positive behaviours of students.
* Managing and resolving any problems or situations that arise with students, seeking advice where there are no recognised procedures or precedents.
* Acting as a role model for all students setting high expectations in line with established school procedures.
* Establishing a clear framework for student discipline, anticipate and manage student behaviour constructively and promote self-control and independence.
* Working closely with the inclusion faculty to ensure that the needs of gifted and talented and those wih special educational needs are met.

**Skills**

The postholder will:

* Be educated to GCSE level and have obtained 5 GCSEs and ideally GCSEs in English and maths to grade C (4) or above.
* Have the ability to communicate, influence, persuade, motivate and engage with a wide range of students, their families and carers in order to achieve maximum engagement by all to support the student in achieving their full potential. The postholder will demonstrate good general interpersonal and communication skills.
* Have a strong knowledge and understanding of child protection, health, safety and security, confidentiality and data protection, copyright etc.
* Have the ability to use ICT for administration and student learning.
* Be able to work flexibly when dealing with conflicting demands.



Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements of the role.

Applications should be returned electronically to [j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

Alternatively, send a hard copy to:

Mrs A Dobson

Headteacher

Kirkby High School

Bracknell Avenue

L32 9PP

Closing date: 12 noon, Tuesday 8th July 2025

**General**

The postholder will:

* Be a positive influence on the climate and culture of the school and show a positive example at all times
* Be aware of policies and procedures of child protection, health, safety and security, confidentiality and data protection, copyright etc and follow these at all times, reporting any concerns to their line manager.
* Ensure equal opportunities for all.
* Contribute to the overall aims of the school.
* Participate in training and other learning activities and performance management as required.

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the school and/or Trust. Such changes are, therefore, a normal part of the post and the postholder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such*





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

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The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464

**KIRKBY HIGH SCHOOL**

**JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS**

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

*BRACKNELL AVENUE,*

*KIRKBY, MERSEYSIDE, L32 9PP*

***TELEPHONE:*** *0151 477 8710*

***EMAIL:***[*admin@kirkbyhighschool.net*](mailto:admin@kirkbyhighschool.net)

1. **POST APPLIED FOR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Applied For:** |  | | |
| **School:** | Kirkby High School |  |  |
| **As advertised in:** |  | **On date:** |  |

**2. PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SURNAME:** |  | **FORENAME:** | |  |
| **TITLE:**  **(Optional)** |  | **Date of Birth:**  **(Optional)** | |  |
| **Address:** |  | | | |
|  |  | | | |
| **POSTCODE:** |  | **Email:** |  | |
| **Telephone No:** |  | **Mobile No:** | |  |

**3. CURRENT POST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CURRENT EMPLOYER AND JOB TITLE:** |  | | | |
| **DATE OF APPOINTMENT:** |  | | **SALARY:** |  |
| **NOTICE PERIOD:** |  | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | |
|  | | | | |
| **Reason for this application** | |  | | |

**4. EMPLOYMENT HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post** | **Dates** | | **Employer** | **Grade/Salary** | **Reason for Leaving** |
|  | **From** | **To** |  |  |  |
|  |  |  |  |  |  |

**6. GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualifications – Grades, awarding bodies and dates** |
|  |  |  |  |

**7. FURTHER AND HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University** | **From** | **To** | **Qualifications – Grades, awarding bodies & dates** |
|  |  |  |  |

**8. ANY OTHER RELEVANT QUALIFICATIONS**

**Please give details of any other relevant qualifications you have for this post.**

|  |
| --- |
|  |

**9. ADDITIONAL INFORMATION**

|  |
| --- |
| 1. Are you related to, or a close friend of, any member of the Board of Trustees? If yes, please state relationship. |
|  |
| 1. Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? YES/NO.   If yes, please give details, including dates, post held and employer. |
|  |
| 1. Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/NO   If yes, please give details of dates and resources. |
|  |
| 1. Do you hold a current and valid driving licence? YES/NO   Please state category…………………………   1. The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process, please let us know.   Do you require any reasonable adjustments? YES/NO |
|  |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES/NO    Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES/NO |
|  |
| In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process. |

**9. STATEMENT IN SUPPORT OF APPLICATION**

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.

**10. REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REFEREE 1** | | | | | **REFEREE 2** | | | | |
|  | | | | |  | | | | |
| **TELEPHONE NO:** | |  | | | **TELEPHONE NO:** | |  | | |
| **EMAIL:** | |  | | | **EMAIL:** | |  | | |
| **Reference Type:**  (Please circle) | Employer | | Education | Character | **Reference Type:**  (Please circle) | Employer | | Education | Character |
| Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. | | | | | | | | | |

**11. FURTHER INFORMATION FOR CANDIDATES**

1. In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
2. Please note that it is the policy of the Trust and the Governing Body to preclude employment of persons over the age of 65.
3. You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
4. Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

**13. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure & Barring Service Disclosure, to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:……………………………………………………………………………Date:…………………………………………………………

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**