



**Longmoor**

Community Primary School

*Together we grow, explore, discover.*

# Recruitment Pack

Post: Learning Mentor

**DETERMINATION  
RESPECT INTEGRITY  
VALOUR EXCELLENCE**





## *A welcome from Longmoor*

Longmoor is a dynamic and ambitious school, where our aspirations, strong curriculum and values-driven family ethos enable our children to flourish both personally and academically.

We have a diverse and vibrant community that embraces difference by celebrating the lessons we can learn from each other. Our approach to learning is progressive and professional; we believe in providing our children with an education that both stimulates and challenges in equal measure.

Everything we do is underpinned by our DRIVE values, which every member of the Longmoor Family is expected to live and breathe. We teach our children to act with **determination, respect, integrity, valour** and **excellence** at all times, and have the same high expectations of our teachers, support staff, parents and governors.

We believe that our values are integral to providing the young people in our care with the support they need to excel. They provide the framework to offer a broad curriculum that allows our children to seize the opportunities that suit them.

Fundamental to achieving this is having dedicated, expert and happy staff. We work hard to ensure that we recruit the right people, those who are passionate and committed to embracing Longmoor's unique approach to learning.

By joining Longmoor, you will become part of a forward-thinking team, aiming for excellence at all times. You will benefit from modern, state-of-the-art facilities, built in 2001 and recently refurbished to meet the needs of the 21<sup>st</sup> century learners. You will see, first hand, how our commitment to learning and betterment extends to our staff too, with continuing professional development.

**It's an exciting time to join the Longmoor Family.**

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# Life at Longmoor

## YOUR FUTURE

It's the people that make our school the best place to work – so we're committed to helping you develop professionally so that our children feel the benefit of your expertise and experience.

## YOUR REMARKABLE

We're committed to finding out what makes you remarkable, honing it and using it to benefit our children. They grow because you can help them to, in your own special way.

## YOUR TEAM

We have a warm, family spirit; it's never too much to ask for help, or to offer it. And it's certainly never a chore to give it. Our community spirit benefits us, and the children we serve.

## YOUR PASSION

We're experts at what we do, and our passion for teaching and learning shines through at all times. You'll fit right in if you're dedicated to the providing the best for our children.

## YOUR WELLBEING

Staff satisfaction is essential to a successful school; our people are the heartbeat of our school community and ensure that our high standards are met on a daily basis. You are cared for.

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## *Our purpose*

**We are proud to be the heart of our community and the engine that allows our children and their families to 'take flight' as we grow, explore and discover together.**

We understand that education is the foundation to future success and value the importance of enabling all children to achieve their full academic and personal potential; our nurturing and holistic approach places the 'whole child' at the centre of everything we do.

Our Longmoor Family is built on strong relationships and partnerships where every individual belongs, is respected and is celebrated for their uniqueness and who they are. We provide a safe, happy and nurturing environment where growth is achieved and individuals flourish through a curriculum that engages, excites and responds to the needs of all learners.

The Longmoor Curriculum purposefully seeks to overcome any barriers to learning that our children may face; we ensure that there is equality of opportunity, not only in the delivery of teaching, but in the potential for learning, which includes extensive and unparalleled opportunities to extend and enrich understanding beyond the classroom.

We empower our children with the skills, attitudes and wider experiences needed to make a positive impact on the world and community around them; they leave us as independent citizens of the future and lifelong learners who have the resilience to persevere and find their future success.

Our children are proud to be part of the Longmoor Family; they thrive as a result of the warm and welcoming environment we provide, and the academic and wider opportunities afforded to them.

We seize every single day as an opportunity to **grow, explore and discover.**

**Together.**





## *The specifics: Learning Mentor*

<b>Job Title</b>	Learning Mentor
<b>Responsible to</b>	Headteacher, Assistant Headteacher, DSL, Mental Health Lead
<b>Grade</b>	Grade 5 (SCP 17 – 24)
<b>Actual salary</b>	£27,919 – £32,343 (pro-rata)
<b>Contract type</b>	Full time (40 hours), term time + 1 week
<b>Contract term</b>	Permanent
<b>Start date</b>	1st September 2023

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## Key Purpose: Learning Mentor

**Our Learning Mentor works to ensure that all children attend well, behave well, achieve well.**

You will actively support the mental health and wellbeing of all pupils in coordination with and under the direction of the Senior Leadership Team, the DSL and Mental Health Lead. You'll build an excellent relationship with children and staff, rooted in mutual respect, and at all times observing boundaries appropriate to your professional position.

You'll become a member of our well-established pastoral team under the direction of the Mental Health Lead; you will work with its members to provide intervention and support where necessary either through specific sessions, or on an ad-hoc and as-needed basis. You will closely monitor the caseload of the pastoral team, ensuring that the graduated response is followed at all times and external/internal support is directed as needed.

Working under the direction of the Assistant Headteacher, you'll play an active role in managing pupils' attendance, working with parents and carers where necessary to ensure children attend school on a regular basis. This may be targeted intervention, or family support where it is needed. You must have a full UK driving licence.

Our children are at the heart of everything we do, and as a member of the Longmoor Family, the postholder will assume responsibility for safeguarding their welfare at all times, under the direction of the Designated Safeguarding Lead.

You will work proactively and effectively in collaboration and partnership with learners, parents/carers, governors and other staff (including external agencies) in the best interests of our children. At all times you will act within the frameworks statutory to your role, and any safeguarding documents, such as 'Keeping Children Safe in Education'.

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## *About the role: Pastoral*

- Lead the school's Pastoral Team, ensuring that the graduated response to support is implemented by all staff. Monitor the progress of individual children and work with other members of the team to ensure that their needs are met.
- Provide consistent support to all pupils.
- Encourage children to interact with others and engage in activities led by staff.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' pastoral needs.
- Develop and implement individual pastoral support plans.
- Provide feedback to pupils and other staff in relation to progress; objective and accurate feedback and reports must be given to teaching staff and senior leaders when required.
- Be responsible for keeping and updating records of pastoral and targeted individual support.
- Establish a clear framework for pastoral support (the 'graduated response') and ensure staff are confident in its use and application.
- Work with children to proactively change behaviours and attitudes where necessary, in line with school policy.
- Support the role of parents in learning and contribute to or lead meetings to provide additional parenting support.
- Be aware of and support difference, and ensure all pupils have access to pastoral support through the graduated response.
- Work with and advise teaching and support staff to enable them to provide light-touch pastoral support where it is needed.
- Establish constructive relationships and communicate with other agencies/professionals to support pupils and families.
- Work with school leaders to identify appropriate interventions (behaviour/attendance/pastoral) and implement as needed.





## *About the role: Attendance*

- Work with, and under the direction of, the Assistant Headteacher to improve attendance at our school by supporting pupils and families where it is needed.
- Implement attendance interventions where necessary.
- Build positive relationships with parents and carers to encourage family involvement in school attendance.
- Identify and where possible mitigate barriers to attendance, in partnership with parents and carers.
- Co-ordinate meetings with pupils and parents/carers to implement interventions and track progress.
- Work with the schools Educational Welfare Officer to track attendance and identify children or families where additional support is needed.
- Liaise with outside agencies where necessary.
- Conduct home visits to encourage good school attendance and provide support where it is needed.

## *About the role: Behaviour*

- Work with parents/carers, pupils and staff to create open discussions about pupils' needs, the school's expectations and what appropriate support looks like.
- Work with pupils to demonstrate and encourage good behaviour in line with the school's behaviour policy.
- Work with teaching and support staff to implement the school's behaviour policy, providing advice and strategies for managing a shift in pupil behaviour where it is needed.
- Work collaboratively with appropriate external agencies.

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## *About the Role: Safeguarding*

- Comply with school policies and procedures relating to child protection, health and safety, confidentiality and data protection.
- Work as an active member of the school's Safeguarding Leadership Team, under the direction of the Designated Safeguarding Lead.
- Undertake day-to-day safeguarding tasks such as liaising with external support, leading early help referrals and meetings, making referrals into children's social care (where necessary) and collecting information to support referrals.
- Engage with school staff where there are safeguarding concerns, and act as a designated member of staff to receive such referrals.
- Participate in safeguarding meetings where necessary.
- Conduct home visits where necessary.
- Implement children missing education (CME) procedures when appropriate.

## *About the Role: Wider Responsibilities*

- Support pupils' successful transition to the next phases of education.
- In line with pastoral support duties, enhance the provision offered at unstructured times of the school day (ie. playtimes and lunchtimes), working with midday supervisory staff and senior leaders to provide safe spaces for children.
- Support the senior leadership team in establishing policies and procedures, their implementation, and the improvement strategies of the school.
- Attend school functions where appropriate.

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## Person Specification: Learning Mentor

	E	D	Evidence
GCSE Qualifications in English and Mathematics (at least C/4)	•		AF
Suitable NVQ3 qualification (or above) for the role, e.g. mentoring, counselling, supporting teaching & learning in schools, education & childcare.	•		AF
A minimum of one year working as a Learning Mentor or equivalent experience in a related area (such as education, youth work, social work).	•		AF
Understanding of the challenges facing young people from a disadvantaged community.	•		PS / I
Understanding of mentoring relationships with disadvantaged children.	•		PS / I
Understanding of the range of agencies and activities that provide support to vulnerable pupils.	•		PS / I
Full working knowledge of early help.	•		PS / I
Working knowledge of policies, legislation and codes of practice in areas specific to the post.	•		PS / I
Working knowledge of the national curriculum and the EYFS.	•		PS / I
Experience in creating and implementing targeted action plans.	•		PS / I
Very good verbal and written communication skills both in face-to-face situations and in written form (such as in the creation of reports or action plans).	•		PS / I
Ability to engage constructively with a range of young people who may be disaffected by or disengaged from the learning process.	•		PS / I
Ability to identify and set targets for the development of individual pupils.	•		PS / I

	E	D	Evidence
Ability to work closely with teaching and support staff to implement strategies.	•		PS / I
Good IT skills, including the ability to use Microsoft Office and the various school technology systems.	•		PS / I
Ability to work independently, with minimal supervision, but equally as part of a team.	•		PS / I
Experience in managing others' work loads, development and case loads.	•		PS / I
Ability to prioritise own workload in order to meet deadlines and targets as necessary.	•		PS / I
Working knowledge of special educational needs and how to support	•		PS / I

E: Essential  
 D: Desirable  
 AF: Application Form  
 PS: Personal Statement (person spec.)  
 IP: Interview Process



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Headteacher: Mr. M. Garside