

Norbreck Primary Academy

Headteacher: Mrs Karen McCarter BEd, MA

Norbreck Road, Thornton Cleveleys, FY5 1PD • Tel: (01253) 852219

Email: karen.mccarter@norbreck.blackpool.sch.uk



Job Details- LEARNING MENTOR

Salary: Grade E, SCP 12 to 17, £26,421 to £28,770

Hours: 37 hours per week, Term time including INSET Days

Contract type: Full-time Permanent

Reporting to: Headteacher

Required from: 15th April 2024

Main Purpose

We are looking for a caring and committed full-time member of our school's Pastoral Team. This unique role will involve the successful candidate working within a varied and fast-paced environment so flexibility and experience in a similar role would be ideal but not essential.

As our school's Learning Mentor, your primary responsibility will be to support children's wellbeing. Your role will involve assisting pupils in overcoming barriers to their learning.

You will work closely with the Pastoral Team Lead (Deputy Headteacher), the Family Support Worker & teaching staff, to identify pupils who would benefit from additional SEMH support. You will play a part in the planning, development, and delivery of pastoral care for children and their families at Norbreck.

If you feel that you have the experience and passion to demonstrate a deeper understanding of the holistic work of a Learning Mentor, then you may just be the person we are looking for.

Main Purpose

Your main duties will include:

- supporting individuals and groups of children to ensure their academic, social and emotional needs are met
- to engage with families and carers in order to bring out the best in the children
- to monitor attendance and punctuality
- maintaining detailed individual and group records using our school's safeguarding system
- using a range of assessment tools to identify pupils' strengths and areas for development
- attend meetings and report to senior leaders
- supporting children at unstructured times of the day
- deliver a range of specific therapies and interventions in order to address pupils SEMH needs
- supporting children who have Health Care Plans and medical needs
- operating initiatives to support families

We are looking for someone who:

- is genuinely passionate about children's learning, development and emotional growth
- is patient, empathetic and adaptable nature
- is positive, committed and is able to use their own initiative
- embraces opportunities to work closely with parents, Board of Trustees, outside agencies and the local community
- has good communication, numeracy and literacy skills
- has a good range of IT skills
- is an effective team player
- has energy, resilience and a good sense of humour
- has experience of working with children or young people and their families

What the school offers its staff:

- a welcoming, friendly school community
- a committed supportive team of staff who want to make a difference by putting the wellbeing of children first
- quality training opportunities
- delightful children who deserve the very best
- a designated Learning Mentor room in which to work

Person Specification

Teaching and learning

- Promote consistently high expectations of all children and make sure they are making good progress by offering targeted academic and pastoral support
- Identify pupils or groups of pupils who are facing learning difficulties, and put initiatives in place to address the barriers to learning they're experiencing
- Promote and support inclusion for all pupils, including those with special educational needs (SEN), medical needs, English as an additional language (EAL) or with a physical disability
- Develop individual and group mentoring programmes, creating space for children to receive academic and personal support from staff and peers
- Demonstrate good levels of literacy and numeracy, and encourage improvement in these areas among pupils who are struggling
- Develop action plans for pupils facing particular difficulties, and work with staff and parents/carers to put them in place
- Support pupils' successful transition to the next phases of education

Behaviour and safeguarding

- Promote the safeguarding of all pupils in the school
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- 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
- Support the physical and emotional wellbeing of pupils, encouraging confidence and self-esteem through listening to them, and through individual and group support
- Support the attendance and punctuality of all pupils, and work to improve attendance rates where issues are identified, recognising how this links to pupils' wellbeing
- Work collaboratively with appropriate external agencies to support pupils' development and progress

Curriculum and leadership

- Demonstrate enthusiasm for learning and improving skills, and model this to all children
- Engage with staff and school leadership to put whole-school strategies in place to support the learning of all children
- Liaise with families and develop good relationships with parents/carers, becoming a recognisable and approachable contact within the school
- Network with other learning mentors and local SEND/safeguarding partners to share and promote best practice
- Where appropriate, take part in absence management meetings, and communicate with parents/carers
- Take part in line management within school, and set goals for continuing professional development
- Report to the headteacher and senior leadership team on pupil progress and absence rates
- Maintain accurate and up-to-date records, and prepare written evaluations and reports

Person Specification

CRITERIA	QUALITIES
Qualifications and training	• GCSE or equivalent level, including at least a grade C/grade 4 in English and maths
Experience	• Working with children of the relevant age, and managing situations relating to challenging behaviour • Assessing pupils' needs and barriers to learning • Delivering programmes for pupils with challenging behaviour, including one-to-one, small group and whole-class activities • Coaching and advising staff on suitable behaviour interventions • Working closely with families/carers, including carrying out home visits • Working collaboratively with outside agencies and participating in meetings
Skills and knowledge	• Strong listening skills and proven ability to deal with sensitive situations with integrity • Proven ability to communicate effectively with adults and children, including through written and verbal communication • Proven ability to create good relationships with pupils, staff and parents/carers • A well-developed understanding of strategies to manage and support young people with challenging behaviour in a school environment • Proven ability to tailor interventions to individual pupils • Excellent understanding of safeguarding policies and procedures, and their role in child protection • Proven ability to be flexible to changing workload demands and new challenges • Ability to use IT systems and to conduct analysis and produce reports
Personal qualities	• Willingness to provide the best possible opportunities for all children • Ability to relate to young people and act as a positive role model • Well-developed sense of empathy • Organised, proactive and self-motivated • Good time management skills • Commitment to upholding and promoting the ethos and values of the school • Ability to work collaboratively • Ability to work well under pressure and prioritise effectively • Ability to self-evaluate own work and actively seek opportunities for development • Commitment to maintaining confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion

Special Requirements

- To undertake any relevant training needed for the role
- A willingness to participate in in-service training and professional development
- Valid driving license, where appropriate.
- Work with our school's learning support dog

Norbreck Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

All staff must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

All duties in the post job description may be varied to meet the changing demands of the School at the reasonable direction of the Headteacher and are reviewed annually. This job description indicates the way the post holder is expected and required to perform and complete the duties as set out.

Pay and Conditions

Safer Recruitment

Norbreck Primary Academy is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous process that includes assessing candidates suitability to work with children.

We are committed to safeguarding and promoting the welfare of pupils and expect all staff and volunteers to share this commitment. All staff are required to hold an enhanced DBS Disclosure. To comply with Safer Recruitment Guidelines, CVs will not be accepted.

Equal Opportunities

We believe that all individuals are of equal value, and we are committed to equal opportunities for all. All people who work and study at the school have the right to be respected and valued within a safe and secure environment and not be discriminated against on the grounds of age, class, race, disability, sexual orientation, religion or belief.

Application Procedure

Application forms are available on the school website: <https://www.norbreck.blackpool.sch.uk/vacancies>

Completed application forms and covering letters should be returned by email to:
admin@norbreck.blackpool.sch.uk

Closing Date: Friday 14th June 2024

Shortlisting: Monday 17th June 2024

Interviews: Thursday 20th June 2024

Applicants are advised that, following shortlisting, they will be contacted with further details about the interview process.

Thank you for the interest you have shown in this vacancy.