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# OCKLYNGE JUNIOR SCHOOL

## LEARNING MENTOR

### JOB APPLICATION PACK



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## WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for considering a role at Ocklynge Junior School. As part of the South Downs Learning Trust (SDLT), we are proud to provide an outstanding education in a warm and supportive environment. Our ethos encourages the development of each child as a responsible, respectful, reflective and resilient individual. We value the role our staff play in making this possible, and we believe that by working together, we can achieve great things.



At Ocklynge, we are dedicated to offering a broad, balanced and inclusive curriculum that fosters curiosity and inspires a love of learning. We also provide a wide range of extracurricular activities to ensure our pupils have opportunities to explore their interests and talents.

We are committed to creating an environment where both pupils and staff can flourish, and we look forward to welcoming new team members who will help us continue to make a difference to our school community.

I look forward to receiving your application and to learning more about how you can contribute to the success of our school.

Kind regards,

A handwritten signature in dark ink, appearing to read 'Paul Reilly'. The signature is stylized with a large, sweeping initial 'P'.

Paul Reilly  
Headteacher

## ABOUT OUR SCHOOL & THE SOUTH DOWNS LEARNING TRUST

Ocklynge Junior School is a vibrant and welcoming school that is proud to be part of the South Downs Learning Trust (SDLT). We provide a nurturing environment where children are encouraged to develop their full potential, both academically and socially. Our focus is on creating a supportive, safe, and stimulating learning space where every child is valued.

As part of the SDLT family, Ocklynge Junior School benefits from being part of a collaborative network of schools. The Trust offers a wealth of resources, expertise, and professional development opportunities, enriching both staff and pupils alike. The Trust's shared values emphasise high expectations, inclusivity, and continuous improvement, fostering a positive culture of growth across all its schools.

The Trust is committed to the wellbeing of its staff and pupils alike, providing a supportive working environment and encouraging professional development and career progression. Being part of the Trust means that Ocklynge Junior School pupils and staff can access a strong support network, prioritising collaboration, the sharing of best practices and the development of future leaders in education.

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## OVERVIEW OF THE ROLE

We are seeking a committed and compassionate Learning Mentor to join our dedicated team at Ocklynge Junior School. This is a rewarding opportunity to support the pastoral, emotional and behavioural development of our pupils, helping them to thrive both inside and outside the classroom.

As a Learning Mentor, you will play a key role in supporting individual children who may face social, emotional or behavioural challenges. You'll work closely with teaching staff, parents and other professionals to provide tailored interventions, build trusting relationships and foster a positive and inclusive learning environment.

This role is ideal for someone who is passionate about making a difference in the lives of young people, has strong interpersonal skills and can model our school values of Responsibility, Respect, Reflection and Resilience. Experience working in educational or youth support settings is desirable, but more importantly, we're looking for someone with the empathy, patience and motivation to help children succeed.

## OUR VALUES

Our ethos is underpinned by our core values, which we aim to instil in every pupil:

- **We Are Responsible** – We encourage students to work hard, take ownership of their learning and support one another.
- **We Are Respectful** – We promote kindness, politeness and appreciation of others' differences.
- **We Are Reflective** – We inspire our pupils to be thoughtful, to learn from experiences and continuously improve.
- **We Are Resilient** – We foster a growth mindset, encouraging perseverance and confidence in facing challenges.

We strive to:

- Help every child realise their full potential
- Develop enquiring minds and the ability to listen, concentrate and apply themselves
- Build self-reliance, confidence, and cooperative skills
- Celebrate each child's contributions and achievements
- Promote respect, courtesy, good manners, and moral values



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Learning Mentor</b>
<b>School:</b>	<b>Ocklynge Junior School</b>
<b>Grade:</b>	<b>Single Status Grade 4 points 9-10</b>
<b>Responsible to:</b>	<b>Deputy Headteacher – Behaviour Lead</b>

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## **PURPOSE OF THE ROLE**

- To support individual and groups of children with emotional, behavioural and pastoral needs.
- To promote positive behaviour and emotional regulation, including conflict resolution.
- To work alongside staff in implementing strategies and support plans, especially for pupils with SEND.
- To foster a safe, respectful and supportive learning environment.
- To uphold the safeguarding and welfare of pupils at all times.

## **KEY RESPONSIBILITIES**

### **1. Pupil Support**

- Provide tailored support for children with emotional, social, or behavioural needs.
- Supervise and guide social interactions during lunch and playtimes.
- Coach and mentor pupils to improve behaviour, self-esteem and engagement.
- Deliver Thrive-informed sessions in small groups or 1:1 (without implying Licensed Practitioner status).
- Use reward systems, time-out cards, and home-school liaison tools to support pupil progress.
- Promote and model positive conflict resolution strategies.

### **2. Behaviour and Intervention**

- Identify pupils needing additional support using behavioural data and assessments.
- Help develop and review Individual Behaviour Plans and risk assessments.
- Support teachers and teaching assistants in using behavioural strategies effectively.
- Monitor and report on pupils' behaviour and progress to SENCO, Deputy Headteacher and class teachers.
- Apply positive handling techniques when necessary, following county guidelines.

### **3. Family and Staff Liaison**

- Build supportive relationships with parents/carers to strengthen links between home and school.

- Work collaboratively with teachers, teaching assistants and other staff to ensure consistency in approach.

#### 4. Safeguarding

- Promote and safeguard the welfare of all pupils at all times.
- Ensure full compliance with school safeguarding procedures and *Keeping Children Safe in Education* guidance.
- Report safeguarding concerns promptly to the Designated Safeguarding Lead.
- Attend safeguarding training and remain up to date with statutory responsibilities.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.*



## PERSON SPECIFICATION

### Key Skills and Abilities

- Ability to engage and support children who may be reluctant or display challenging behaviour.
- Strong communication skills, including the ability to use language and other communication methods that children understand and relate to.
- Able to converse at ease and provide advice in accurate spoken English.
- Ability to support children in expressing themselves appropriately.
- Able to undertake pupil observations and complete assessments under the guidance of teaching or Inclusion staff.
- Effective team player with good interpersonal skills.
- Strong organisational and time management skills.
- Ability to liaise and communicate effectively with parents and carers.
- Active listening skills.
- Ability to give constructive feedback to reinforce pupils' self-esteem.

### Knowledge

- Sound understanding of safeguarding procedures and responsibilities when working with children.
- Familiarity with *Keeping Children Safe in Education* (KCSIE) guidelines.
- Basic awareness of school operations and classroom routines.
- Knowledge of the National Curriculum and entitlement for all pupils.
- Understanding of the SEN Code of Practice.
- Awareness of child development and common barriers to learning.
- Knowledge of age-appropriate strategies to promote self-reliance and reward progress.
- Awareness of health, safety and security responsibilities in a learning environment.

### Education and Qualifications

- GCSE or equivalent in English Language and Maths.

### Experience (*Desirable unless otherwise stated*)

- Experience working with children or in a school setting.
- Experience of working in environments with safeguarding responsibilities.
- Experience of forming positive relationships with children.
- Experience supporting pupils with learning, emotional, social and behavioural needs.
- Experience adapting or preparing resources for children with individual needs.
- Experience working with children with language and communication difficulties.
- Confident in using information technology to support learning and/or administration.
- Ability to support classroom staff and Year Heads with administrative tasks.



### **Desirable Qualifications/Training**

- Safeguarding qualification or child protection training.

### **Personal Attributes**

- Patient and calm under pressure.
- Positive role model for children.
- Commitment to equal opportunities and inclusive practice.
- Strong commitment to safeguarding and promoting children's welfare.
- Discreet and sensitive when handling confidential information.
- Willingness to undertake further safeguarding training.
- Commitment to professional development and continuous learning.

## STAFF BENEFITS & INCENTIVES

At the South Downs Learning Trust, we are dedicated to creating a supportive and rewarding work environment for our staff. We believe in attracting, retaining and nurturing talented professionals who share our commitment to education. To support this goal, we offer a comprehensive range of benefits designed to enhance wellbeing, encourage professional growth and ensure a positive work-life balance.

BENEFIT		DESCRIPTION
<b>Comprehensive Induction Programme</b>		A thorough induction to ensure a seamless transition into your role at Ocklynge Junior School.
<b>Career Development and CPD</b>		Professional development opportunities tailored to your career aspirations and goals.
<b>Support and Mentoring</b>		Ongoing support from Senior Leadership Team and experienced mentors to help guide your career progression.
<b>Bike to Work Scheme</b>		Salary sacrifice scheme offering discounts on bikes and equipment.
<b>Employee Assistance Programme</b>		Confidential advice, counselling and support for personal and professional challenges.
<b>Staffroom Amenities</b>		Complimentary tea and coffee available in our staffroom to relax and recharge.
<b>Healthcare Benefits</b>		Subsidised membership with Benenden Healthcare for additional health support.
<b>On-Site Parking</b>		Free, secure on-site parking for staff.
<b>Childcare Support</b>		Free Breakfast Club or After School Club places for Trust staff with children at Ocklynge.
<b>Exclusive Sports Membership</b>		Discounts at Eastbourne Sports Park to promote physical health and wellness.

## TERMS OF EMPLOYMENT

**Grade:** Single Status Grade 4 points 9-10 (£24,404 - £24,790 pro rata, pay award pending)

**Actual Salary:** £18,520 gross per annum = £1,543 gross per month (pay award pending)

**Hours:** 32.5 hours per week (8.30am-3.30pm Monday to Friday, including a 30-minute unpaid break daily)

**Contract:** Term time only & holiday pay entitlement. Fixed term until August 2026

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## IMPORTANT DATES AND HOW TO APPLY

To apply for this role, please submit a completed application form (CVs will not be accepted).

- If you download the application form from our Vacancies page at [Vacancies | Ratton](#), please email your completed form to: Mrs Barrow, Trust Executive Assistant at [lbarrow@ratton.co.uk](mailto:lbarrow@ratton.co.uk)
- Alternatively, you can apply directly via **TES** or **Gov.UK** platforms.

**Closing Date: Midday on Friday 1 August**

**Interview Date: Tuesday 5 August**

*Early applications are encouraged. We reserve the right to review applications as they are received and may close the advert early if a suitable candidate is found.*

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## PRE-APPOINTMENT CHECKS

- Right to Work in the UK
  - References (including current or last employer; Headteacher if school staff)
  - Enhanced DBS Check
  - Online searches as part of due diligence
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## SAFEGUARDING AND EQUAL OPPORTUNITIES

- We are committed to safeguarding children and young people. All staff share this responsibility.
- We are actively seeking to build a diverse team and welcome applications from individuals of all backgrounds, identities and experiences.

## LIVING AND WORKING IN EAST SUSSEX

East Sussex boasts 150 km of stunning coastline and vast countryside, offering diverse activities for all interests. With close proximity to London, it combines natural beauty with cultural access. National Parks like the South Downs and historic seaside towns like Eastbourne provide an excellent quality of life.

### Why Eastbourne?

Eastbourne is a vibrant seaside town with affordable housing, excellent amenities, and reliable transport. Recently ranked the third happiest place to live in Sussex (2024), it offers cultural events, scenic walks and a friendly community.

## EASTBOURNE IN PICTURES

### Beachy Head Cliffs

*The iconic Beachy Head cliffs, with sweeping views of the sea and sky. The chalk cliffs, the highest in England, are one of Eastbourne's most breathtaking sights.*



### Eastbourne Pier

*The historic Eastbourne Pier, a Victorian landmark that extends over the sea. This picturesque pier is perfect for a leisurely stroll or just taking in the views.*



### South Downs Countryside Trail

*The beauty of the South Downs with rolling hills and peaceful walking paths. The South Downs Way is a popular route for both avid hikers and casual walkers, offering panoramic views of the coastline.*



### Eastbourne Bandstand

*The Eastbourne Bandstand, located along the seafront. With its distinctive sea-blue terracotta roof, this bandstand hosts fantastic live music events and adds to Eastbourne's cultural charm.*



### Local Market Scene

*A bustling local market, filled with fresh produce, local artisan goods and friendly vendors. Eastbourne's markets offer a delightful slice of local life, perfect for anyone wanting to experience the town's vibrant community spirit.*

