

Recruitment Information for Applicants

Part Time Learning Mentor - Temporary



Watercliffe Meadow

Our school is committed to safeguarding and promoting the welfare of children and young people expects all staff to share this commitment.

We will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our children.

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Part Time Learning Mentor (Temporary to Cover Maternity Leave)

£27,803 - £30,296 (pro rata)

(Term Time only – 22.5 hours per week for 39 weeks of the year)
(from January 2025)

Number on roll 500 FTE (including nursery pupils)

An exciting opportunity has arisen to appoint a learning mentor to a temporary post to cover maternity leave to share in our successful, innovative and inclusive school.

We are looking for 'the right person' who will be excited about the prospect of joining an enthusiastic and committed team of people. You will work with some of our children to provide additional support to help them with their emotional needs and to successfully access school life at Watercliffe Meadow.

We need:

- Excellent professionals who are passionate about their work
- Professionals who see themselves as learners and are always striving for improvement
- Professionals who can inspire children and are committed to making school meaningful, fun and special for every single child
- People who are good communicators and team players
- People who are aware of trauma informed practice and the impact of adverse childhood experiences.
- People who are committed to working with families to promote social inclusion, engagement and educational achievement for all

Please contact Rachel Stone in our school office on 0114 232 6603 or email rstone@watercliffe.sheffield.sch.uk to request an application form. Applicants are more than welcome to visit school before submitting an application.

Closing Date: 9am Monday 11th November

Shortlisting: Tuesday 12th November

Interviews: Thursday 21st November

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete an enhanced DBS prior to employment commencing. Online checks will be carried out on all shortlisted candidates.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Watercliffe Meadow is located within the Burngreave Ward of Sheffield. We support an inclusive culture and diversity for our staff and students. We are committed to encouraging further growth from diverse groups. We currently have an under representation from BAME. As such, we particularly welcome applicants from this group.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.



Dear Candidate,

Welcome to Watercliffe Meadow

Thank you for your interest in this role at our school. We are delighted that you are taking the time to find out more about the special place that Watercliffe Meadow is.

We firmly believe that choosing the right school for you is a very important decision to make and this is why, wherever possible, we always highly encourage potential candidates to visit us and take a tour before making the decision to apply.

We are an OFSTED rated good school (February 2020) and have an excellent reputation for being highly inclusive. We have had a stable leadership team since opening, with many of our senior leaders being with us from the first day of opening.

If you would like to learn more about us, please visit our website: www.watercliffemeadow.com

We look forward to receiving your application.

Kind regards



C. L. Bradley

Ian Read
Headteacher

Claire Bradley
Head of School

A place for learning



About Watercliffe Meadow



Watercliffe Meadow is an over-subscribed two form entry primary school with nursery, with 500 pupils on roll. Although we are a relatively large primary, many people refer to us as a big happy family.

Watercliffe Meadow opened in 2008, after the closure of Watermead and Busk Meadow infants and Shirecliffe Junior School. We have many long serving members of staff, with a third of them being with us from our first day of opening after having worked at the three schools that closed.

Our Headteacher is highly respected in Sheffield for his work with Learn Sheffield and the Local Authority and is supported by our Head of School, who has taught in Shirecliffe for over 28 years. They both were instrumental in the opening of Watercliffe Meadow.

We are very lucky to have a modern and well-resourced building with two MUGAs, a playing field/running track and two staff car parks. Unlike many schools, we have our own employed catering team.

We are proud to be a local authority maintained school with a supportive governing body.

Why work with us?

- A community that feels like a family
- Professional and personal support
- Excellent CPD progression opportunities
- A sense of belonging
- A Golden Week every term

Our Mission Statement



Watercliffe Meadow is a happy, caring place for learning. Everyone has the chance to explore, discover and develop their unique qualities, skills, gifts and talents. We feel good about who we are. Together, we can help to make the world a better place.



This is our 'mission statement'. Staff, children, parents and governors all worked together to create these simple statements that explain what we are about and what our vision and aims are for our learning community. Our children have even written a song about it!

We all know that the world is a fast and ever-changing place. What we want to do above all things is to prepare our children, not only to survive in the world of the 21st Century but also to find their place and to be able to flourish within it. To do this, we know that we must provide a stable and caring environment where learning is valued, and where children (and adults) have access to a wide range of exciting learning opportunities that will help them develop their knowledge, skills and attitudes so that everyone can become successful and content in life.

We want our children to become independent learners, to have the chance to discover and feel confident about their own uniqueness and also to be able to appreciate the wider world and the importance of working together to make things better. Our staff are dedicated to making this happen. We truly believe that, by working together, we can achieve the aims of our mission statement.

How to find us!

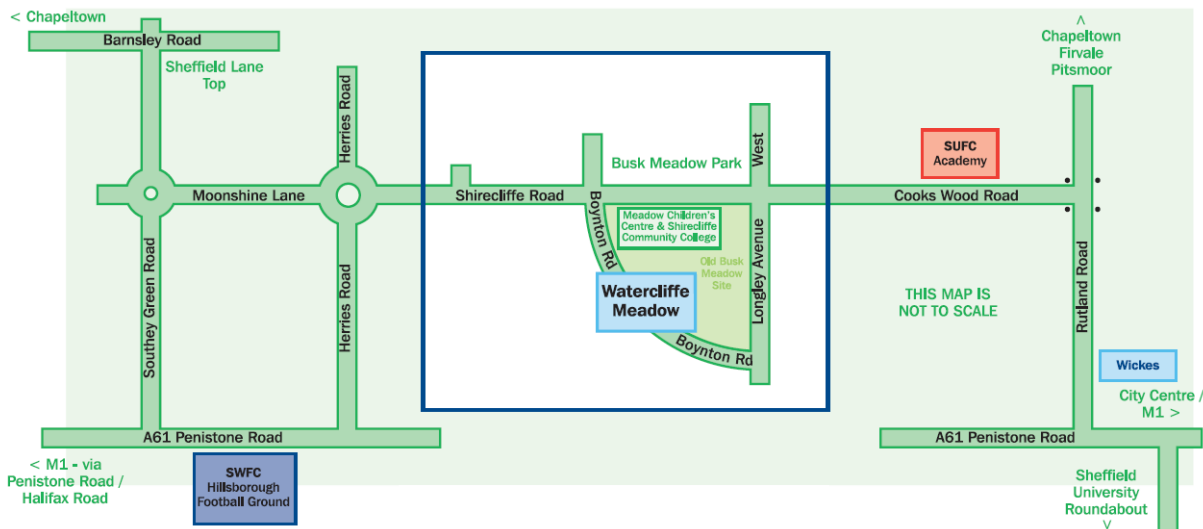


Watercliffe Meadow
Boynton Road, Sheffield, S5 7HL.
Telephone 0114 2326603

Email: office@watercliffe.sheffield.sch.uk

Directions...

We are at the end of Boynton Road which can be accessed either from Shirecliffe Road or Longley Avenue West. Our main car park is at the end of Boynton Road coming from the Shirecliffe Road entrance.





JOB DESCRIPTION

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO

This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SCHOOL

Watercliffe Meadow Community Primary School

POST TITLE

LEARNING MENTOR LEVEL 1

ROLE PROFILE

LD3.5

SALARY RANGE

5 (inclusive of JWCs)

RESPONSIBLE TO

Senior Learning Mentor

PURPOSE OF JOB

TO PROVIDE SUPPORT AND GUIDANCE TO CHILDREN, YOUNG PEOPLE AND THOSE ENGAGED WITH THEM, BY REMOVING BARRIERS TO LEARNING IN ORDER TO PROMOTE EFFECTIVE PARTICIPATION, ENHANCE INDIVIDUAL LEARNING, RAISE ASPIRATIONS AND ACHIEVE FULL POTENTIAL.

RELEVANT QUALIFICATIONS AND EXPERIENCE

- **MINIMUM OF NVQ LEVEL 3 OR EQUIVALENT QUALIFICATION IN RELEVANT FIELD**
- **EXCELLENT NUMERACY/LITERACY SKILLS – EQUIVALENT TO NVQ LEVEL 2 IN ENGLISH AND MATHS**

Person Specification

Learning Mentor L1

MINIMUM REQUIREMENTS	Essential (E) Desirable (D)	METHOD OF ASSESSMENT
Skills/Knowledge		
Effective use of ICT to support learning	E	Application form
The ability to motivate and nurture children	E	Application form / Interview
Interest in supporting the learning of children with SEN	E	Application form / Interview
Ability to follow and maintain set systems and procedures	E	Application form / Interview
Understanding of relevant policies/codes of practice and awareness of relevant legislation	E	Application form / Interview
Basic understanding of child development and learning	E	Application form / Interview
Ability to relate well to children and adults	E	Interview / References
Willingness to undertake CPD/Training as appropriate	E	Application form / Interview
Able to prioritise their own workload, working accurately and to deadlines	E	Application form / References
Experience/Qualifications/Training etc.		
Working with or caring for children in an educational environment	E	Application form
Good numeracy/literacy skills	E	Application form
NVQ3 for Teaching Assistant or equivalent qualifications or experience	E	Application form
Experienced in dealing with challenging behaviour	D	Application form
Experience of working with SEND children	D	
Experience of working with external agencies	D	Application form
Experience of working as a team	E	Application form
Work Related Circumstances (including Working conditions)		
Understanding of Child Protection/Safeguarding in schools	E	Application form / Interview

Personal Qualities		
Commitment to an inclusive ethos, personal development, high standards and integrity	E	Application form / Interview
Commitment to teamwork	E	Application form / Interview
Willingness to learn	E	Application form / Interview
Ability to maintain confidentiality	E	Application form / Interview
Ability to demonstrate commitment to equal opportunities	E	Application form / Interview

The Appointment Process

1. The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CV's are not accepted.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present appointment is, which establishment you work in and who your employer is.

4. Previous Employment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regards to contact addresses including email and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take care to demonstrate how you meet the person specification included as part of these details.

Please limit your supporting statement to two sides of A4 in size 11 font.

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to interview stage. We would ask that all shortlisted applicants read the safeguarding information on our website prior to attending the interview.

8. The Interview

Shortlisted candidates invited to interview will be contacted as soon as possible after shortlisting has taken place.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for employment. It is hoped that this information will help you with future applications.

10. Completed Applications

Please return your completed application form wherever possible, by email to rstone@watercliffe.sheffield.sch.uk by the closing date.