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| **Student Services Learning Mentor**  **(Pastoral, Behaviour, Engagement and Safeguarding Support)**  Working Pattern: 5 days per week (Term-time plus 5 inset days) 39 weeks per annum  For the right candidate, we are open to discussing the possibility of flexible hours  SALARY: Bucks Pay Range 3-4, ISN 16 - 25 (Actual Salary £20,620 - £24,297 per annum)  *Required ASAP* | |
| Closing Date for Applications: 9am on Monday 5 February 2024  Interview Date: Shortly after closing date *Vacancy Ref: S-LM-0003* | |
| Are you:   * looking for a role which values young people and provides opportunity for career progression? * passionate about working with young people and the importance of education? * able to relate to young people? * organised, with good attention to detail? * someone with good communication, interpersonal and ICT skills?   This is a **superb and exciting opportunity for an enthusiastic, kind and resilient person to join The Misbourne’s pastoral and safeguarding team,** to assist and support with pastoral matters and safeguarding across the academy. The Misbourne is a vibrant and welcoming academy with great students and a dedicated team of teaching and support staff. An exciting opportunity has arisen for us to grow our pastoral support team. We firmly believe that our staff are our best asset and as such, see this as an important role that will play a central part in the continued growth, development and success of our Academy.  For the right candidate, there may also be potential for additional responsibility including Performance Director (i.e Head of Year) Maternity Cover for which an enhanced allowance would be paid.  This role is to provide additional support within our excellent pastoral team, providing support that will include:   * Working in our Student Services Team reception area, providing first-point contact for students and families, alongside the existing Student Services Learning Mentors and Student Welfare Officer * Communication and liaison with families regarding pastoral issues, as directed by the Pastoral Team * Assisting the Assistant Headteacher (Pastoral) and our Year-Group Performance Directors to support individuals and groups of students, their families, tutors and teachers; to contribute to effective pastoral systems and procedures, which are consistently implemented * Supporting the safeguarding team with communications and liaison.   **Pay grade 4 is available if you can demonstrate practical safeguarding or child protection experience, but is not a prerequisite for the role - we will support the right candidate, who possesses the right qualities and potential, with all aspects of training or experience of leading a team in pastoral care. The Misbourne has a proven record of providing further career development for support staff; staff in similar roles to this have progressed to Head of Year (Performance Director) and Leadership roles. We are interested in the enthusiasm, drive, dedication and talent you can bring to the role.**  The ideal candidate will support members of staff on child welfare and child protection matters, and may be required to liaise with relevant agencies such as the local authority and police subject to experience and training. The post holder will need to display discretion when dealing with sensitive information. The Learning Mentor will provide high quality administrative support to the AHT Pastoral and the wider Pastoral team in administrative matters pertaining to these areas.  **About The Misbourne**  We are an 11-18 Academy in the picturesque village of Great Missenden in the heart of the Chilterns. We have nearly 1100 students on roll including a successful and growing Sixth Form. Our staff tell us they genuinely feel like part of a team; a team who are striving to help each student flourish both academically and personally. **Excerpts from our pleasing 2022 Ofsted inspection include:**   * Students told inspectors that the clear and fair behaviour system helps them to behave well. * Relationships between staff and students are strong. * Students’ conduct around the academy is orderly and calm. * Pastoral care puts the child at the heart of everything the academy does.   We take an evidence-informed approach to the academy improvement, only implementing what we feel will make the biggest difference to the lives and outcomes of our young people, being mindful of staff workload and well-being.  We can offer you:   * Students who are a pleasure to work with. * Great training and development, and opportunities for promotion. * An experienced, friendly, and collaborative team of staff. * The unwavering support of teachers and leaders in ensuring the highest possible standards of student behaviour. * Placement with a strong curriculum team who will help to guide your development and ensure that you are fully supported in every aspect of your work. * An academy that puts wellbeing at the top of their priorities. * A two-week October half term. * Free access to our own fully-fitted gym (subject to opening hours). * Local Government Pension Scheme. * Cycle to Work Scheme. * Free on-site parking. * Career Development Bursary Scheme   For further information and an application form, please visit the ‘Joining Us’ area on our website:  <https://www.themisbourne.co.uk/513/vacancies-1>  Please email your completed application to: [recruitment@themisbourne.co.uk](mailto:recruitment@themisbourne.co.uk) quoting Vacancy Reference:  *S-LM-0003*.  The closing date for applications is 9am on Monday 5 February 2024 and interviews will take place shortly thereafter.  **The Misbourne reserves the right to close and shortlist early, therefore early applications are encouraged. Please note all shortlisted applicants will be subject to a pre-employment check online.**  ***The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An offer of appointment is subject to satisfactory references, DBS (Disclosure and Barring Service) Enhanced Disclosure and medical clearance.*** | |
| DFE NUMBER: 825/4042 Telephone: 01494 862869 [admin@themisbourne.co.uk](mailto:admin@themisbourne.co.uk)  [www.themisbourne.co.uk](http://www.themisbourne.co.uk)  The Misbourne is a charitable company limited by guarantee registered in England and Wales with registered number 11024953. Registered Office: Misbourne Drive, Great Missenden, Bucks, HP16 0BN. | |