Pool-in-Wharfedale CE Primary School
Believe and Achieve
0113 284 3151
info@poolprimarysch.org.uk
Arthington Lane, Pool-in-Wharfedale, Otley LS21 1LG


COMPASSION


PERSEVERANCE


RESPECT


WISDOM

Learning Mentor

Location:	Pool-in-Wharfedale C of E Primary School
Contract:	Learning Mentor: Fixed Term (August 2028); Term time only C1 (Pro rata) 8:30 – 3:45 (33.75 hours per week)
Closing Date:	Friday 4th December 2026
Selection Day:	Wk commencing 7th December 2026

Learning Mentor

Thank you for your enquiry regarding this post.

Please look on the school's website: Pool-in-Wharfedale CE Primary School for more information about the school and for relevant policies e.g. Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the school:

0113 2843151

The closing date for applications is **4th December 2026.** Please note that it is our policy not to accept late applications. Shortlisting will commence immediately with interviews taking place **week commencing 7th December 2026.**

Following the closing date, a recruitment panel will review the information provided and consider how well it matches the person specification. Shortlisted candidates will then be invited in for interview and references taken.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexual orientation, gender identity, race, religion or belief, marital status, age or disability.

Pool-in-Wharfedale CE Primary School is a non-smoking/vaping site.

INFORMATION ABOUT: Pool-in-Wharfedale CE Primary School

VISION

Believe and Achieve
'*Everything is possible for one who believes.'* Mark 9:23

Perseverance, Respect, Compassion, Wisdom

Pool is a welcoming, inclusive and happy school, where everyone is valued and loved.

Our high aspirations enable everyone to dream big and learn to become the best version of themselves.

We nurture confident, caring individuals who live well together within our diverse, wider community.

What we can offer:

We offer:

- A friendly, supportive and hard-working team
- The opportunity to work in a good school with a dynamic ethos
- Well-behaved and enthusiastic pupils

INFORMATION ABOUT THE POST

In this position, you will provide targeted academic, pastoral and behavioural support to help pupils thrive. Working closely with the Leadership Team, you will identify individual needs,

develop tailored mentoring programmes, and champion inclusion for all pupils, including those with SEND or additional vulnerabilities.

Key responsibilities Learning Mentor:

- Building strong, trusting relationships with pupils and families;
- Promoting wellbeing, attendance and positive behaviour; Working collaboratively with staff and external agencies;
- Playing an important part in safeguarding through early intervention and supportive communication with children, families and carers.

We are looking for someone who:

- Is committed and compassionate, eager to make a meaningful difference and play an active role in supporting pupils and their families;
- Has experience working with children, ideally in an educational or pastoral support setting;
- Shows a strong commitment to safeguarding, understanding child protection and promoting pupil welfare;
- Possesses resilience and emotional intelligence equipping them to handle challenging situations and support vulnerable pupils;
- Has excellent communications skills, both written and verbal, to liaise with staff, parents and pupils.

JOB DESCRIPTION: Learning Mentor

Name:	**Pool-in-Wharfedale CE Primary School**
Job Title:	**Learning Mentor**

Salary Grade:	**NJC Payscale**
Contract Type:	**Fixed term (August 2028)**
Responsible to:	**Deputy Headteacher and Headteacher**

Special Conditions this post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence

Job Purpose: To address barriers to learning for a targeted group of pupils in order to enable them to achieve their full potential. To help these pupils overcome their barriers to learning and fully engage with lessons to become more effective learners, and to improve academic and pastoral progress.

Responsibilities

- Liaise with teaching staff to provide particular support to targeted pupils to raise achievement and provide support to enable them to overcome barriers to learning.
- Work as a team with senior leaders, teachers and support staff in order to assess individual needs of each targeted pupil.
- Identification of those pupils who need extra help to overcome barriers to learning inside and outside school.
- Support development and implementation of individual action plans for targeted pupils who need particular support.
- To develop a 1:1 relationship with pupils requiring particular support with the aim of addressing points defined in the action plan and engaging them with activities and opportunities.
- To develop a positive home / school relationship with parents/carers requiring particular support to promote good attendance of pupils in school.
- Undertake home – school liaison activities, including home visits, in order to keep parents / carers informed and to secure positive family support and involvement.
- Monitor the implementation of all plans and provide feedback to the pupils of progress and achievement.
- Use knowledge of the range of activities, courses, opportunities and organisations available to students.
- Maintain accurate records and prepare written reports and evaluations.
- Support with transition arrangements for pupils entering / leaving the school. e.g. complete pupil risk assessments
- Support the development / implementation of activities to encourage family / carer involvement within school. e.g. coffee mornings
- Liaison with external agencies, such as health professionals and Attendance Improvement Officers to support pupils.
- To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

- To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.

- Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications Relevant training or experience for working with young people aged between 4 and 11 Is essential. NVQ accreditation in a relevant subject or area is desirable.

PERSON SPECIFICATION: Learning Mentor

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method Of Assessment will be through one or more of the following Application Form, Test, Interview or Certificate.

Skills Required

Able to communicate effectively with pupils, parents, carers and multi agencies

Able to work autonomously and as part of a team.

Good organisation, time management, communication and interpersonal skills.

Good research and planning skills

Able to liaise with and gain the confidence of all school staff

Good ICT skills

Able to work flexibly

Able to produce detailed, concise evaluative reports of the programme

Able to promote the enjoyment, engagement and success of pupils

An ability to review objectively

Adaptability and a professional approach to the responsibilities of the post.

Knowledge Required

Of the principles involved in giving advice and guidance to children including the place of confidentiality and sharing information

Of the factors which lead to educational disaffection in children

Knowledge and understanding of strategies to remove barriers to learning in children

Experience Required

Of working with children of primary age

Proven track record of successfully working with disaffected children

Behavioural & other Characteristics required

A commitment to and an enthusiasm for the post

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under the School and Leeds City Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.

DESIRABLE REQUIREMENTS: It is desirable that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Skills Required

Able to find creative and imaginative solutions to problems

Knowledge Required

Of behaviour management strategies

Of the main aspects of the organisation of primary schools

Of the rights and responsibilities of parents and carers

Of the range of additional support/agencies available for pupils

Experience Required

Of working in a primary school setting

Behavioural & other Characteristics required

A willingness to be involved in the wider life of the school community

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work**.**

SAFEGUARDING

Pool-in-Wharfedale CE Primary School is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

In line with KCSiE 2026, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

Signed …….

Date …….

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