

Cross Gates Primary School

Job Application Pack

We are committed to promoting and safeguarding the welfare of all children



**Leeds East
Primary Partnership**
A CO-OPERATIVE TRUST

**Cross Gates
Primary School**

Aspire

Learn

Succeed

September 2025

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Headteacher's Welcome

Dear Applicant

Thank you for expressing an interest in working at Cross Gates Primary School. I hope that you find the information pack helpful and that you will consider applying for the role of Learning Mentor & Safeguarding Officer at our exceptional school.

Cross Gates Primary School has been rated as "Good" during the latest OFSTED inspection carried out in November 2018. It is an exciting and inspirational place. Our success stems from a relentless drive to put memorable learning experiences at the heart of all we do.

At Cross Gates Primary we believe that every child matters. There is driving determination to ensure that pupils and adults in the school reach their full potential. Our ethos is a simple one '**Learn, Succeed, Aspire**'.

We are a school where our children are at the heart of our decision making. We know our children as individuals and we tailor our teaching, learning and nurture to their needs. We are proud of our family ethos and celebrate the fact our thriving one form entry school is at the heart of the community.

As a team we pride ourselves on establishing close links between home and school so that we can work effectively together enabling each child to achieve their full potential. Therefore, we require highly motivated and very enthusiastic staff members for our friendly and very successful primary school.

We need someone who is an outstanding and is passionate about children's learning. You will play a vital role in school improvement and be able to take an active role in our innovative school. We want the very best person to work with our school community in raising achievement through provision of a vibrant, exciting, and creative curriculum.

I look forward to hearing from you.

Mrs Sophie Wilkinson
Acting Headteacher

Post Advert

Learning Mentor & Safeguarding Officer

Cross Gates Primary School

Permanent (subject to the successful completion of a 6 months probationary period).

Full Time commencing on 1st September 2025.

32.5hrs (Term time only) *Usual working day 8:30am-3:30pm*

Grade: C1 pt12-14 Actual Annual Salary £19561.93

Cross Gates Primary is a school where our children are at the heart of our decision making. We know our children as individuals and we tailor our teaching, learning and nurture to their needs. We are proud of our inclusivity family ethos and celebrate the fact our thriving one form entry school is at the heart of the community.

We are seeking to appoint an enthusiastic, caring and innovative Learning Mentor to have a positive impact on the wellbeing of our more vulnerable children by helping to remove barriers to learning. Working under the direction of the headteacher and SENCo, you will support the pastoral and safeguarding needs of children from Early Years to Key Stage 2.

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
- maintaining individual and group records
- 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

We are looking for someone who:

- is passionate about children's learning, development and emotional growth
- is positive, committed and is able to use their own initiative
- embraces opportunities to work closely with parents, governors, 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 can offer:

- a welcoming, friendly school community
- a committed supportive team of staff who want to make a positive difference to the wellbeing of our children

- continuous professional development opportunities
- a designated nurture room in which to work

We promote diversity and want a workforce that reflects the population of Leeds. This post requires you to be a Designated Member of Safeguarding Staff responsible for Child Protection.

Visits to the school are warmly welcomed and can be arranged by contacting the school office on 0113 264 5763.

All completed application forms must be emailed to recruitment@crossgates.leeds.sch.uk – for more information please contact school on 0113 2645763.

Closing date for applications is 5pm on Monday 23rd June 2025
Interviews will be held on Monday 30th June 2025

Cross Gates School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempted from the rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service, the appropriate pre-employment checks that will include references from previous employers, confirmation of the right to work in the UK before the appointment is confirmed.

Job Description & Person Specification

Role: Learning Mentor & Safeguarding Officer – C1

At Cross Gates Primary School we are committed to safeguarding and promoting the wellbeing of all children, and expect our staff and volunteers to share this commitment.

Responsible to: Headteacher & SENDCo

Purpose of role:

To address barriers to learning for a targeted group of individual pupils in order to enable them to achieve their full potential. Developing and implementing study support and out of school activities.

Main duties:

1. Liaising with teaching staff to provide particular support to targeted pupils to raise achievement and provide support to enable them to overcome barriers to learning.
2. Work as a team with subject leaders, Heads of Department, pastoral staff and other members of school staff in order to assess individual needs of each targeted pupil.
3. Identification of those pupils who need extra help to overcome barriers to learning inside and outside school.
4. Support the development and implementation of individual action plans for targeted pupils who need particular support.
5. 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.
6. Undertake home – school liaison activities, including home visits, in order to keep parents / carers informed and to secure positive family support and involvement.
7. Monitor the implementation of all plans and provide feedback to the pupils of progress and achievement.
8. Use knowledge of the range of activities, courses, opportunities and organisations available to students that can be utilised to provide extra support for pupils.
9. To network with other learning mentors and share best practice.
10. Support the development of partnerships with local businesses and other organisations to set up support resources and initiatives within school that will address barriers to learning.
11. Develop study support activities, such as homework clubs, during and outside of school hours where appropriate.
12. Develop a range of study support activities such as visits to study support centres, homework and after school clubs that clearly address the specific needs of identified pupils and support the actions detailed within individual action plans.
13. Maintain accurate records and prepare written reports and evaluations.
14. Support with transition arrangements for pupils entering /

leaving the school.

15. Support the development / implementation of activities to encourage family / carer involvement within school.
16. Liaison with external agencies, such as health professionals and Attendance Improvement Officers to support pupils.
17. Be a designated member of staff responsible for Child Protection and Safeguarding in the school.
18. To undertake any other duties that are commensurate with the Post.

PERSON SPECIFICATION

LEARNING MENTOR – C1 Grade pt12-14

Cross Gates Primary School



	Essential	Desirable	Evidence?
Qualifications and training	GCSE or equivalent Level 2 (grade A-C/ 9-4) in English Sound knowledge of educational policy and practice Record of effective training and/or experience in related areas	Qualification in youth work, mentoring or other similar qualification First Aid qualification (or willingness to be trained) Minibus driving qualification	Application Form
Experience	Experience of working with young people in a professional, educational or voluntary capacity Experience of working in a busy and demanding environment Experience of working independently and as part of a team Experience of liaising with other professionals and parents	Experience of working in a school environment Experience in behaviour management strategies Experience of working with safeguarding cases Experience of working with other agencies	Application Form Interview Letter of Application
Skills and understanding	Excellent communication / interpersonal skills with students, staff, parents , Senior Leaders Understanding of safeguarding legislation and responsibilities Understanding the complexities of young people's emotional and educational needs Ability to communicate, motivate, support and inspire young people to aim high Willingness to take on responsibilities and seek out solutions Ability to assess students' needs and work to remove barriers to Learning Ability to plan and deliver programmes of support to enable students to achieve well at school Ability to manage challenging situations Ability to understand SEND and school policy and practices Ability to work effectively as part of a team and develop good working practices collaboratively Ability to build constructive relationships with parents/ carers/ outside agencies	Experience of using SIMs or other data software	Observation Reference Letter of application Interview

Excellent organisation / resource management
 Excellent ICT skills for communication purposes
 Ability to keep appropriate records and effectively share required information
 Ability to gather information and produce reports re impact
 Ability to inspire and motivate others

Attitudes

Excellent record of attendance and punctuality
 Understanding the need for a reflective approach
 Understanding the importance of monitoring and evaluation
 Understanding the need to be an excellent role model to staff and students
 Positive and energetic with an enthusiasm for learning
 Sense of humour and fun
 Flexible and adaptable, able to work occasional evenings / weekends
 Team player

Application Form

Letter of Application

Reference

Interview

Observation

Application Guidance

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can. **We do not accept CV's** and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be shortlisted.

General Information

- Please read the job description, person specification, advertisement, and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
- Please use black ink or type your application form – this helps when the applications are photocopied.
- Do not send a CV with your application – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.
- Do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!
- The selection criteria used for shortlisting are the skills, abilities, knowledge, and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.
- Please return the application form by the closing date advertised.

The Application Form

- ✓ **Personal Details** – In accordance with the Data Protection Act and GDPR, the information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason. We appreciate it is not always convenient to contact you at your workplace, therefore please indicate if this will be acceptable. If you have a personal e-mail address and would like us to contact, you using this method please provide your address clearly in the space provided.
- ✓ **References** – In order to speed up the process of appointment we will make a request for references before we interview you unless you specify otherwise.
- ✓ **Recruitment Monitoring** – Cross Gates School operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be

detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.

- ✓ **Education, Qualifications & Training** – Please include all your education, qualifications & training, both informal and formal. You will be asked to produce certificates confirming qualification at a later stage.
- ✓ **Present/Recent Employment** – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.
- ✓ **Skills, Abilities, Knowledge & Experience** – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide examples of how you meet the skills, abilities, knowledge, and experience identified; these can be nonwork based if necessary.