



'Learning to Succeed'

**Learning Mentor with Attendance and Early Help
responsibilities
Gladstone Road Primary School**

Recruitment Information Pack



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Gladstone Road Primary School

I am delighted you are interesting in joining our team here at Gladstone Road Primary School. You will be joining a highly ambitious, aspirational group of professionals who are raising standards and significantly improving the life chances of the children of Scarborough and the Yorkshire Coast.

Our motto '**Learning to Succeed**' is at the heart of everything we do. We live the values necessary for children to contribute positively to the world they will inherit and lead one day. Our children feel valued and accepted as individuals. Our aim is that they will be able to function in the wider community in which they have respect for themselves, others, and their environment.

We are fortunate to have a school environment that mixes the traditional school feel along with making sure we have a tailored and creative curriculum that allows us to give our children the opportunities that they deserve.

Staff morale is high and we have a commitment to recognise individual potential and to provide support, CPD and training for colleagues joining our school at all levels; you will never feel unsupported or alone in our school.

As a school we are secure and share resources, teaching, curriculum ideas and partnerships with other schools to maximise the benefits to our children, staff and the community.

Our very creative staff have a love of teaching and we are looking for a future member of our team who can develop a sense of awe and wonder in children. The children at Gladstone Road are delightful, happy, confident and energetic. They are passionate about their learning, be it in the traditional classroom or through other areas of the curriculum such as dance, art, PE and music. We are looking for someone who can embrace all aspects of the curriculum as well as literacy and numeracy.

We are really proud of our school and the progress we are making. Please take the time to come and visit us – we'd love to show you around.

All posts at Gladstone Road Primary involve at all times, a view to further the mission, values and strategic aims of the school; accepting responsibility for the implementation of school policy, procedures and other guidance, as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside school; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the school's role specifications and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach; in line with school policy. Additional duties may be asked of members of staff by the Head teacher as occasion requires.

The generic role specifications below are offered in good faith as a guide to professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application!

Garry Johnson (Head teacher)



Application Process

The closing date for all applications is **9am, Tuesday 10th October 2023**

Interviews will be held on Monday 16th October

Please apply online via [NYC jobs](#)

Application forms must be completed in full – CV's are not accepted

Please contact us if you need an application form in a different format.

An email will be sent to shortlisted candidates with details of the interview process / support if unsuccessful in your application.

Queries / Visits

Informal chats about the role are welcomed and encouraged. For queries or to arrange a call or visit with the Head, please contact Sarah Hunter at Sarah.Hunter@northyorks.gov.uk or on 07816 251271.

Job Description

POST: Learning Mentor	
GRADE: Grade E , bands 6 – 9. 37 hours a week, Term Time only + 5 days training	
RESPONSIBLE TO: SENCO / Assistant Head	
STAFF MANAGED: None	
POST REF:	JOB FAMILY:7
JOB PURPOSE:	The core focus of this job is to assess, support, guide and mentor individual or small group of pupils who require additional support to overcome barriers to learning, to achieve their full potential. Works under the guidance of teaching staff.
JOB CONTEXT:	Works on a one to one or small group basis with the more challenging students who are having performance, attendance or behavioural issues that are affecting their learning, to help them overcome the barriers to learning and improve their education. Works in the classroom adapting the activities to meet the individuals needs as assessed Enhanced DBS clearance required An ability to fulfil all spoken aspects of the role with confidence through the medium of English
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Liaise with teaching staff to provide particular support to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning • Provide input to the identification of needs, assessing those pupils needing extra support and the development of individual action plans for targeted pupils • Work on a one to one basis with targeted pupils who are underperforming in their subjects to implement and manage an action plan • Provide extra support to pupils through knowledge of a range of activities and opportunities available to them

	<ul style="list-style-type: none"> • Implement, monitor and evaluate agreed learning/teaching programmes, adjusting activities according to pupils needs • Support pupil access to out of school facilities and study support • Provide objective and accurate feedback and reports on the pupils achievements, progress and other matters • Assist pupils to make successful transfers between educational establishments and transitions at key stages of their lives • Manage referrals to external agencies as appropriate • Supervise pupils on visits, trips and out of school activities • Invigilate exams/tests when required • Supervise study/homework clubs • Undertake administrative duties as required
Communications	<ul style="list-style-type: none"> • Establish effective communication and relationships with the pupils they work with • Assist in maintaining contact with pupils families/carers to inform them of progress and issues • Attend and participate in meetings as required • Listen to and help pupils identify and resolve a range of issues that are creating barriers to learning • Challenge and motivate pupils, promoting and reinforcing self-esteem and confidence building
Partnership Working	<ul style="list-style-type: none"> • Share information, as appropriate, with colleagues, the Local Authority, other schools and external agencies
Skills Development	<ul style="list-style-type: none"> • Participate in the schools performance management processes • Attend and participate in training and other learning activities as required
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate • Assist in the development and implementation of appropriate behaviour management strategies • Comply with policies and procedures relating to child protection, security and confidentiality
Systems and Information	<ul style="list-style-type: none"> • Collates information and maintains records of pupil achievements and attendance • Maintain confidentiality in respect of pupils personal circumstances
Data Protection	<ul style="list-style-type: none"> • To comply with the Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • North Yorkshire Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
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CUSTOMER SERVICE

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Person Specification

Qualifications	Essential
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 3 qualification in learning, development and support services or equivalent or willingness to work towards gaining 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes • Committed to the ethos of the school • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	
<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of the school curriculum and the needs of learners • Knowledge of the potential barriers to learning • Knowledge of interventions strategies to support pupils progress • An understanding of the transitions in a young person's life and the effect they can have on them 	
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children and young people 	
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Good listening skills • Excellent interpersonal communication skills, including influencing skills • Organisational and planning skills • Numeracy and literacy skills • ICT skills • Confidentiality • Ability to exercise discretion and judgement • Ability to adapt activities to suit the needs of the pupils • Problem solving skills • Creative skills • Observational skills 	

Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge
<ul style="list-style-type: none">• An understanding of the referral systems• Knowledge of safeguarding and health & Safety legislation
Experience
<ul style="list-style-type: none">• Experience of mentoring• Experience of multi-agency working• Experience of working with children and young people who have learning attendance or behavioural issues