



**MATTHEW MOSS
HIGH SCHOOL**
Learning for Life



**Watergrove
Trust**
Providing more

Learning Mentor with Safeguarding

Closing Date: 11.59pm on Sunday 14th June 2026

Interview Date Friday 19th June 2026



**Watergrove
Trust**

Matthew Moss High School, Marland, Rochdale, OL11 3LU
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Welcome to Matthew Moss High School

Thank you for your interest in the post of Learning Mentor with Safeguarding at Matthew Moss High School. In this pack, you will find information about our school ethos and CPD opportunities

Matthew Moss High School is an inclusive school, where all members of our community are treated with respect. We invite our learners into the adult space where they have access to the full range of subjects and learning opportunities.

We are proud of our diverse and cohesive community, where relationships are at the heart of school. In our latest Ofsted report (April 2024) Inspectors noted that: *"Pupils at Matthew Moss High School feel safe and happy"*. The report also highlighted that: *"Pupils build strong relationships with staff, and they have adults who they can speak to in school if they have any worries"*, and that *"Staff feel well supported with their workload and well-being"*.

Matthew Moss High School is located in the Castleton area of Rochdale. Matthew Moss High School is a "Good" school (Ofsted 2024) and is over-subscribed. There are 1220 learners on roll, including a Hearing Impaired Base and more recently, a partnership with Redwood School. Redwood School caters for young people aged 11-19 who have additional needs.

At Matthew Moss High School we believe in three things:

- Respect everyone and fear no-one;
- Everything starts with the learner;
- Thoughtful hard work shifts anything.

At the centre of our curriculum and pastoral care is our CHANGE ethos.

Composure

High Standards

Agency

Numeracy and Literacy

Growth Mindset

Empathy

In Year 7, learners receive a dedicated CHANGE curriculum, which instils the values and ethos to which school would like staff and learners to aspire to. Moving forward, we are working to embed CHANGE throughout the life of school, so that learners are able to 'Engage CHANGE' and be active citizens in the world around them.

Matthew Moss High School is part of the Watergrove Trust and the successful candidate will enjoy exceptional self-development. All staff currently receive an individual CPD programme and new staff receive training in Transactional Analysis, which forms the basis of our Behaviour and Relationship Policy. If you are new to the profession you will receive excellent support from your Induction and Trainee mentor through our Early Careers Framework offer. All staff new to school will receive excellent induction and access to our wider CPD programme, to allow you to develop as an outstanding practitioner, with a range of future opportunities available within our growing school and Trust.

At Matthew Moss High School, every member of our community has the opportunity to flourish.

If you have any further questions or would like to visit school please contact our Human Resources Team at: hr@mmhs.co.uk.

I look forward to meeting you,

A handwritten signature in black ink, appearing to be 'CLR', written in a cursive style.

Ms Charlotte Leach-Rogers
Headteacher



Organisation:	Watergrove Trust
Section:	Pastoral
Location:	Matthew Moss High School
Job Title:	Learning Mentor with Safeguarding
Hours:	36.25 hours per week, working term time only plus 3 weeks. <i>It is negotiable to take two weeks off during term time in exchange for working an additional two weeks outside of term time.</i>
Grade:	Grade 8 Actual Salary (£35,430 - £37,210) AYR (£38,511 - £40,446)
Grade Range:	Point 26 - 28
Accountable to:	Headteacher, Deputy Headteacher (DSL)
Accountable for:	N/A
Special Conditions of Service:	<ul style="list-style-type: none">• All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.• The school operates a smoke and vape free policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.• From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school events or meetings.• A full driving licence and access to a vehicle with business insurance is required.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PURPOSE AND OBJECTIVES OF THE ROLE

The role of a Learning Mentor with a focus on safeguarding involves supporting learners wellbeing, ensuring their safety, and addressing barriers to their learning.

In this role you will work closely with learners who may have a safeguarding need by building trusting relationships to help learners feel safe and supported. You will collaborate with staff and external agencies to ensure the school is a safe space for all learners.

A Learning Mentor will help to identify safeguarding concerns through observation, conversation, or reports from others and liaise with the Designated Safeguarding Lead.

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and learners in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Relationships (not exhaustive)

Headteacher

Senior Leadership Team

Colleagues

Teaching Staff

Associate Staff

Learners

Parents

Visitors

Contractors

Governors /Trustees

Outside Agencies

Organisational Chart

Headteacher
Deputy Headteacher (DSL)
Learning Mentor with Safeguarding

Values and Behaviours

Our mission is to be ever **“Providing more”** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its learners and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Responsibilities

The postholder must:

2. Perform his/her duties in accordance with the Equal Opportunities Policy.
3. Ensure that the Trust’s commitment to public service orientation and care of our customers is provided.
4. Be able to render regular and efficient service to undertake the duties of this post.

Principal Duties

- To overcome barriers to learning in whatever form they may take to assist learners to reach their individual potential
- As a Child Protection Officer to ensure that safeguarding policies are followed, to work with internal and external agencies to safeguard the learners at Matthew Moss and to liaise with DSL, Deputy DSL and other Learning Mentors who will be DDSL to ensure policies are followed.
- Ensure that CPOMS, EHASH and other multi-agency paperwork is completed on time, accurately and via the appropriate channels

- Communication between stakeholders is timely, accurate, and recorded inline with relevant protocols
- To work as part of a Learning Mentor Team, Pastoral Team and wider school community to ensure that all learners reach their potential by providing learners, staff and their families the support and challenge they need.
- To ensure that the CHANGE ethos and Transactional Analysis are at the forefront of interactions with learners and other stakeholders.
- To work with individual learners to overcome barriers to learning.
- To work with the Pastoral Team, Primary schools and Colleges to engage in a successful transition.
- Work with other staff to draw up and implement individual action plans by setting achievable targets and goals for learners
- Act as a point of contact for accessing specialist support
- Take part in training and lead training including specialist qualifications
- To support breakfast club and other extra curricular activities such as summer school

Secondary Duties

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, learners, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
2. Work collaboratively across departments with colleagues and learners to ensure the Academy & Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
4. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.

5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
6. To support and participate in team working across the Trust, including working within other areas/schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, learners and families. Be a positive, collaborative team member.
8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
 - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
 - b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
 - c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.
10. To attend and participate in meetings as required.
11. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and learners to follow this example.
12. Support the Academy & the Trust in meeting our legal requirements for worship.

13. Actively promote the Academy & Watergrove Trust corporate policies.

Job Description Prepared by: _____Charlotte Longthorne_____ Date:
_____01/06/2026_____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.

**Watergrove Trust
Person Specification**

Organisation :	Watergrove Trust	Post:	Learning Mentor with Safeguarding
Section :	Pastoral	Grade:	Grade 8, Point 26 - 28

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
Maths and English grade 4 and above (A - C) or equivalent	E	AF
NVQ Level 3	D	AF
Degree in relevant subject	D	AF
Skills and Experience		
Experience of working with &/or caring for children between 11-16	E	AF, I

Experience of working with vulnerable learners	E	AF, I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Experience of Safeguarding, CPOMS, Multi-agency working	E	AF, I
Ability to build effective working relationships with all learners and colleagues	E	AF, I
Ability to communicate effectively (written and verbal)	E	AF, I
Empathy with young people facing barriers to their learning Ability to remain calm under pressure	E	AF, I
Excellent interpersonal skills both in working relationships with young learners and in forming effective professional relationships with a wide range of internal and external stakeholders.	E	AF, I
Ability to implement a range of behaviour management strategies appropriate to the situation	E	AF, I
Sound and balanced professional judgement to evaluate requirements and situations.	E	AF, I
An ability assess a situations quickly to diffuse conflict	E	AF, I
Values and Behaviours		
Approach the job at all times using the values and behaviours of the CHANGE ethos: C - Composure H - High Standards A - Agency N - Numeracy and Literacy G - Growth Mindset E - Empath	E	AF, I

Please confirm you are willing to adhere to these values and behaviours.		
Special Working Conditions		
Enhanced DBS clearance	E	AF, I
Attend out of hours events if required	E	AF, I
Attend any relevant training provided	E	AF, I
Full Driving License and access to a vehicle	D	AF, I