



Learning Mentors

APPLICATION PACK



Dear Applicant,

Thank you for showing an interest in joining The Bolton Impact Trust.

Bolton Impact Trust Academies have been delivering high quality Alternative Provision and Special Education to students in Greater Manchester and Lancashire for over 20 years and we are proud of our track record of making a real difference to children's lives in our area.

Our aim is to inspire every young person to acquire the knowledge, skills and experience necessary, both inside and outside the traditional classroom environment, to fulfil their true potential. Developing self-esteem, confidence and resiliency are major goals for us and preparing our young people to enjoy worthwhile and fulfilling lives back in their own communities after attending the Impact Trust Academies is a crucial part of our work.

We think that our Trust is a very special place where we respect individuality, diversity and difference. Every child who joins us is afforded a fresh start and every adult who joins our team is given the opportunity to contribute. Staff Wellbeing is extremely important to us and we offer attractive support packages including Employee Assistance Programmes, Wellbeing Credits and enhanced CPD opportunities.

We are now looking to appoint Learning Mentors in both of our Secondary Academies, Youth Challenge and Lever Park. If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious Academy Team we would love to hear from you.

Yours faithfully

Paul Hodgkinson



CEO – Bolton Impact Trust

ADVERT – LEARNING MENTOR

Bolton Impact Trust (BIT) are seeking to appoint an enthusiastic and dedicated Learning Mentors to support our pupils in accessing the academic and vocational packages in the most effective way, appropriate to their needs and understanding.

Why you?

- You have the flexibility to support students across a range of curricular activities
- You are highly organised and an effective communicator.
- You have experience of working with young people and a commitment to raising pupils' levels across the curriculum.

The successful applicant will be enthusiastic, positive, optimistic, flexible and motivated, with personal drive. You will be able to communicate effectively with adults and pupils and have an ability to work as part of a team.

Why choose us?

- At BIT we value all members of staff. We have a strong focus on staff wellbeing, providing access to wellbeing support services via a dedicated wellbeing charter
- We are a growing Multi Academy Trust (MAT)
- Guidance of a supportive and experienced executive leadership team who invest in the development of their teams and the Trust
- Encouragement of further and continued professional development
- Competitive salary
- Fantastic Local Government Pension Scheme

This role is Term Time plus 5 days

To apply, please follow the link and complete an online application form. The link can be found on the vacancies page of our website.

<https://www.boltonimpacttrust.org.uk/join-us/vacancies>

If you require any further information about this role please contact our Business Development Manager, Victoria Gavin at gavinv@boltonimpacttrust.org.uk or on 07498857169

Applications should be submitted by Friday 6th January 2023 at 12pm

Shortlisting will take place week commencing 9th January with Interviews being held in the week commencing 16th January 2023

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

This post is subject to an enhanced DBS check

Bolton Impact Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

JOB DESCRIPTION

Job Title	Learning Mentor
Salary	Grade 6 Term Time Plus 5 days £26,845-£30,151 Pro Rata Actual Salary £22,961- £25,789
Location	Youth Challenge Pru BL1 6JT Lever Park BL6 6DE
Hours of Work	Monday to Thursday 8:30am to 4:30pm Fridays 8:30am to 4:00pm
Contract	Full time, Permanent
Responsible to	Academy Lead
Job Purpose: Learning Mentos will assist and support in the delivery of teaching and learning, to support students in their academic and vocational studies and to mentor students so that they can meet their social and emotional and pastoral targets.	
Main Duties: <ul style="list-style-type: none"> • The duties and responsibilities listed below are indicative of the tasks the Learning mentors of BIT will perform and are not intended to be an exhaustive list. The Post holder will be expected to take on additional responsibilities appropriate to the role as they arise. • To support children and young people in their Academic and Vocational Courses • To contribute to building sustainable networks with other learning mentors, school staff, other agencies and partners • To contribute to the positive destinations of pupils • To contribute to the design development and review of provision for identified children and young people • To participate, with other staff, in the comprehensive assessment of children and young people to identify and address barriers to learning. • To develop and maintain 1:1 mentoring relationships with children and young people needing particular support to achieve goals defined in the action plan and to act as key worker to a targeted group of pupils • To work with groups of children and young people in diverse settings 	

- To maintain appropriate relationships and communication with families/carers
- To model positive relationships and interventions with a range of colleagues in diverse learning environments.
- To have knowledge and appreciation of the range of activities, courses, opportunities organisations and individuals that could be drawn upon or signposted to as additional resources to work with children and young people.
- To contribute to child welfare and protection utilising the Framework for Action and Common Assessment Framework.
- To contribute to the maintenance of records and information systems both computerised and manual with due regard for data protection and confidentiality.
- To promote the speedy and effective transfer of information on identified children and young people between schools, the setting and other agencies as appropriate.
- To comply with all relevant legislation and Academy policy and procedures.
- To undertake additional duties as required by the Academy Lead.

Duties Specific to the Grade:

- Contribute to EHA/EHCP and CP processes
- Lead on Early help activities
- Deliver booster sessions to small groups
- Support the planning and delivery of enrichment programmes
- Record rewards and sanctions and report to the leadership team
- Produce individual target sheets and contribute to PLPs
- Key work identified cohorts of pupils
- Utilise pupil performance data to instigate interventions
- Liaise with parents and carers
- Support with the application of behaviour and attendance strategies
- Support form leaders with SMSC and enrichment tasks
- Support schools with pupil re-integration activities

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PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
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QUALIFICATIONS AND TRAINING

NVQ Level 2 or equivalent in a relevant field	E	AF
Evidence of CPD linked to SEMH	D	AF

EXPERIENCE

Proven track record as a Learning Mentor.	E	AF/I
Experience of working with students with Social, Emotional, Behavioural and Mental Health issues.	E	AF/I
Proven track record of raising pastoral standards.	E	AF/I
Evidence of excellent planning, assessment and record keeping.	E	AF/I/T
Experience of key working processes.	E	AF/I
Experience of successfully working with specialist agencies.	E	AF/I
Experience of writing detailed reports.	E	AF/I
Excellent record of attendance and punctuality.	E	AF/I
Experience of Early help processes.	E	AF/I
Experience of delivering practical subjects.	D	AF/I
Experience of supporting mainstream colleagues.	D	AF/I

KNOWLEDGE AND SKILLS

Knowledge of relevant staff development and training opportunities.	E	AF/I
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Thorough knowledge of child protection regulations.	E	AF/I
Knowledge of Early help systems.	E	
Excellent ICT Skills.	E	AF/I
Working knowledge of CPOMS.	D	AF/I
PERSONAL ATTRIBUTES		
Energy and drive.	E	AF/I
Enthusiasm, commitment, determination.	E	AF/I
The highest expectations of yourself, your staff and students.	E	AF/I
Excellent communication skills both written and oral, with staff and students.	E	AF/I
Work effectively as part of a team developing positive relationships with colleagues, students, parents/carers and other agencies, as appropriate.	E	AF/I
Willingness to work across the trust and share good practice.	D	AF/I