

 **AMBITION** | **RESPECT** | **BELONGING** 



# Sir John Thursby Community College



**Candidate Information Pack**  
**Senior Learning Mentor**

## Welcome from the Headteacher

Dear applicant,

I am delighted to welcome you to our thriving and popular school. We are incredibly proud of our students, community, staff and curriculum and we are excited by this appointment. As Headteacher, I am looking to further strengthen our already well established and effective team who secured an extremely positive inspection in April 2023 and continue to show real ambition for the needs of our students and their families.

Our school is characterised by the way we treat our people and through our core values of Ambition, Respect and Belonging. We believe that all members of our school community should be known, valued and loved and we expect all to share this commitment. We are committed to the professional development of our staff, high standards and ambition for our students alongside respect and kindness for all in our SJT family. We are looking for someone who is able to live out these values.

At SJT we value our staff and have worked hard enable all staff to have a good work-life balance in a supportive working environment. In our last staff survey over 97% of staff were both happy working at SJT and proud to be part of the team. We are committed to supporting well-being and development of all our colleagues. We would welcome discussions about flexibility around the advertised role and would be keen to make achievable adjustments for the right candidate.

We encourage visits to our thriving school at your convenience and I would be delighted to welcome you and show you around. Please contact Susan Rigg ([s.rigg@sirjohnthursby.lancs.sch.uk](mailto:s.rigg@sirjohnthursby.lancs.sch.uk)) to arrange a convenient appointment.

I am excited about the scope of this post. If you like what you have read, and you feel you align with our values, we look forward to hearing about what you can bring to SJT on our journey to excellence.

Matt Renshaw  
Headteacher

Sir John Thursby Community College

Eastern Avenue, Burnley, BB10 2AT

Tel: 01282 682313

Email:

[recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)

Website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)

Headteacher: Mr M Renshaw

## **Senior Learning Mentor – Internal Inclusion**

**37 hours per week (8:00–16:00 Mon-Fri) TTO + 1 week**

**Grade 7 pt 19-25 £27,822 - £31,556 pa**

**To start ASAP**

**“We are characterised by how we treat our people”**

We are incredibly proud of our ambitious, curriculum focused, research-driven school. Our vision is built around the principles of ambition, respect and belonging and we have a strong commitment to the development of our staff as outstanding professionals.

We wish to appoint an enthusiastic and organised senior learning mentor, with the skills and ability to support our students to achieve. The successful candidate will establish positive relationships to promote excellent learning, identify and lead on appropriate small group interventions including academic support in Maths, English and Science, analyse data to support referral routes into small group provision, lead a small team of mentors and advise the wider school inclusion referral panel. This is an exciting opportunity to become part of a hard-working team, committed to ensuring our young people supported to achieve.

We are looking for a Senior Learning Mentor who will:

- Develop positive relationships with students to assist their progress and attainment
- Lead our internal on-site provision for inclusion, identifying appropriate provision for students and removing barriers to learning
- Lead a small team of mentors in the planning and implementation of structured learning activities
- Monitor and review student achievements relating to their progress and individual targets including support with academic progress in core subjects
- Model commitment, resilience, patience, hard work and a good sense of humour
- Support “inclusion by design” in making sure students have access to the curriculum.
- Manage the budget for the provision

Subject expertise in KS4 English, Maths or Science would be an advantage but is not essential. This may have been achieved in a previous role or through other activities such as tuition.

This is a great opportunity for the right candidate to contribute to our work and benefit from an excellent environment, where all staff are encouraged to progress their careers with us. We have great facilities ensuring that our students and staff have the best learning environment in which to achieve. SJT is a very positive community, with our recent staff survey showing that over 95% of our staff enjoy coming to work and are proud to be part of our school.

The successful candidate will fully embrace our ethos of Ambition, Respect and Belonging whilst bringing fresh ideas that will build on current strengths and achievement. A core pillar of our “belonging” ethos is that all in our community are known, valued and loved. We want all staff to share this commitment.

**For an application pack please:**

- download from the college website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)
- or email [recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)
- or telephone 01282 682313

Send your completed Application form (only the version attached) stating which post you wish to apply for to: [recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)

**Closing date: 9am Wednesday 14<sup>th</sup> January 2026**

**Shortlisting: Monday 19<sup>th</sup> January 2026**

**Interviews: Friday 23<sup>rd</sup> January 2026**

The college is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and other recruitment checks. Please note that in line with Keeping Children Safe in Education 2025 an online search will be carried out as part of our due diligence on shortlisted candidates.

Lancashire County Council



Role Profile - Operational Context Form

<b>Post title:</b> Senior Learning Mentor – Internal Inclusion provision					
<b>Grade:</b>	Grade 7	<b>Staff responsibility:</b>	Yes	<b>Essential Car user:</b>	No
<p><b>Scope of role:</b></p> <p>To supervise and coordinate a team of Learning Mentor or Pupil Support staff to deliver established procedures to address the needs of pupils and their parents/carers who require additional support to overcome the barriers to learning; including attendance and behaviour and emotional wellbeing.</p> <p>This role is specifically linked to the leadership of our internal on-site provision for inclusion.</p>					
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Learning Mentor post</b></p> <p><b>Accountabilities/Responsibilities – appropriate for this post:</b></p> <ol style="list-style-type: none"> <li>1. Contribute to the development of a whole school approach to raising achievement through implementing policies and procedures to identify and remove barriers to learning and improve participation in learning and school life.</li> <li>2. Monitor pupil attainment for specific groups and implement policies to raise standards</li> <li>3. Oversee support packages for pupils to reintegrate them into school following periods of suspension / absence or to prevent exclusion</li> <li>4. Liaise with teaching staff to provide particular support to targeted pupils to raise achievement and help them to overcome barriers to learning</li> <li>5. Support the learning of students temporarily working to a modified timetable to support their inclusion and curriculum entitlement</li> <li>6. Facilitate the sharing of information between the school and external agencies and act as the point of contact for specialist support services</li> <li>7. Work in partnership with external agencies to initiatives for raising attainment and prevention of suspension</li> <li>8. Support the identification of appropriate provision for pupils with EBSA or barriers to learning</li> <li>9. Liaise with parents / carers of pupils experiencing barriers to learning and support their inclusion and achievement</li> <li>10. Monitor the implementation of plans to support the re-integration of pupils returning to school or following a modified timetable and support their wider achievement</li> <li>11. Work in partnership with the Safeguarding Lead (DSL) as directed by the Headteacher.</li> <li>12. To work within school policies and procedure.</li> <li>13. To take care of their own and other people's health and safety</li> </ol> <p>Individuals in this role may also:</p> <ul style="list-style-type: none"> <li>– Manage the budget for the mentoring service</li> <li>– Line manage Learning Mentors including conducting professional development reviews</li> </ul>					

**Additional supporting information – specific to this post.**

- Working at national occupational standards (NOS) for learning, development and support services and knowledge / skills equivalent to current national qualifications in learning, development and support services for children, young people and those who care for them
- Possession of/working towards NVQ level 4 qualification or equivalent
- Commitment to undertake in-service development
- Commitment to safeguarding and protecting the welfare of children and young people
- Satisfactory attendance record/commitment to regular attendance at work
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work

<b>Prepared by:</b>	E Black	<b>Date:</b>	December 2025
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## Lancashire County Council

Person Specification Form		
Post title: Senior Learning Mentor		Grade: Grade 7
Establishment: Sir John Thursby Community College		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: Application form (AF), interview (I)
<b>Qualifications</b>		
5 A*-C GCSEs or equivalent including maths & English	E	AF and certificates
Recognised and relevant NVQ Level 3 qualification or equivalent	E	
NVQ Level 4 qualification or equivalent	D	
<b>Experience</b>		
Experience of working with children and young people in an educational or pastoral setting	E	AF, I
Experience of delivering one to one and group interventions to support wellbeing and behaviour	E	AF, I
Experience of working in a relevant classroom environment	E	AF, I
Experience of Administrative work	D	AF, I
Experience of supporting pupils with challenging behaviour	E	AF, I
Experience of working with children with social, emotional or behavioural difficulties	E	AF, I
Experience of working with children at risk of exclusion	E	AF, I
Staff management experience	E	AF, I
Experience of budget management	D	AF, I
Subject expertise in KS4 English, Maths or Science	D	AF, I
<b>Knowledge, skills and abilities</b>		
Understanding of barriers to learning and how to support pupils to overcome them	E	AF, I
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	E	AF, I
Ability to relate well to children and young people	E	AF, I
Ability to work well as part of a team	E	AF, I
Good communication skills	E	AF, I
Ability to relate well to parents/carers	E	AF, I
Ability to supervise and assist pupils	E	AF, I
Time management skills	E	AF, I
Organisational skills	E	AF, I
Knowledge of classroom roles and responsibilities	E	AF, I
Knowledge of the concept of confidentiality	E	AF, I
Administrative skills	E	AF, I
Knowledge of National Curriculum	D	AF, I
Knowledge of numeracy and literacy strategies	E	AF, I
Ability to make effective use of ICT	E	AF, I
Ability to assess children's development	E	AF, I
Ability to plan and deliver work programmes including appropriate intervention for children with Social, Emotional and Behavioural difficulties	E	AF, I
Ability to organize, lead and motivate a team	E	AF, I
Knowledge of the needs of children with SEBD	E	AF, I
Flexible attitude to work	E	AF, I
First Aid Certificate	D	AF

<b>Other (including special requirements)</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to undertake in-service training	E	I
Satisfactory attendance record/commitment to regular attendance at work	E	I
Prepared by: E Black	Date:	December 2025



## Employee Benefits - Why Choose Sir John Thursby Community College

- A commitment to staff wellbeing, development, training and support.
- Modern, facilities managed, school building with excellent facilities for learners and colleagues
- Smart boards and visualizers in every classroom to support high quality teaching and learning
- Generous non-contact time with **20% for MPS/UPS teachers**
- Well planned school calendar to support professional and personal life balance
- Family friendly employer with opportunities for flexible working, including part-time, job share, term-time working – dependant on your job role and business need
- Access to a **high quality CPD programme** focussing on key areas of implementation based on the latest Educational Research and planned around the EEF guidance on professional development.
- Opportunities to access **external courses and training**
- Membership of The National College for all staff
- High quality induction, support and training for Early Career Teachers
- 'Welcome to SJT' induction day to ensure you feel 'first day ready' with on-going 'on boarding' follow up
- Disaggregated INSET to support long weekend in November to rest and recharge
- Pension: Membership of the Teachers' Pension Scheme (TPS) with employer contributions of 23.68% or the Local Government Pension Scheme (LGPS) with generous employer contribution
- Positive climate for learning around school supported through our brilliant basics and behaviour policy
- Proactive, supportive and visible Leadership Team to support the climate around school
- Great Pennine location with good transport links both cross country and the motorway as well as public transport options
- Automatic annual pay progression for all teachers
- Staff commendation programme
- Access to free mental health and wellbeing support along with access to the LCC Employee health & wellbeing website and digital health and wellbeing platform - Optimise
- Opportunity to earn additional income and access complimentary lunch through lunch time duties
- Occupational Health Service
- Occupational sick pay scheme
- Cycle to work scheme
- Free car park
- Onsite catering facilities with complimentary morning coffee shop
- Staff discount scheme (in partnership with Vivup) gives employees access to a huge range of discounts across the UK's major retailers including supermarkets, technology, fashion, travel and much more!
- A long service award scheme

# STRATEGIC VISION AND VALUES 2025 - 2028



## OUR STRATEGIC PRIORITIES "WE WILL"

1. Deliver a well-structured, knowledge-based and research-driven curriculum
2. Invest in the development of high literacy levels
3. Ensure that all students benefit from mixed-attainment teaching
4. Accurately assess to address gaps in learning
5. Achieve high standards of respectful behaviour
6. Invest in impactful and transformational leadership at all levels, taking the actions that make the biggest difference
7. Ensure we recruit, train and retain high-quality professionals

## OUR VALUES

- We are **ambitious** for our students
- We **value and invest** in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are **known, valued and loved**
- Our families play a key role in supporting our students to be successful
- We ensure our curriculum includes opportunities outside the classroom
- All of us at SJT have the capacity to improve what we do

## MEASURES OF OUR SUCCESS

### AMBITION

We will have academic outcomes in the top 20% of schools and ensure all our students can access high-quality apprenticeships, degrees or training.

### RESPECT

Our students will behave well, leading to teachers being able to deliver exciting and engaging lessons and experiences linked to our ambitious curriculum. We will maintain a commitment to well-being, workload, research and career progression for staff.

### BELONGING

We will be characterised by how we treat, train and develop our people. Our team will be empowered to make a difference.



## Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)

Completed application forms should be returned by the closing date to [recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2025 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link  
- [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



Sir John Thursby Community College, Eastern Avenue, Burnley, BB10 2AT, 01282 682313  
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