



**North East
Learning Trust**

**Lead Learning Mentor
Ashington Academy**
Applicant information pack

Lead Learning Mentor

Required as soon as possible

Grade 3, SCP 7 – 11 (£20,092 - £21,748) actual salary £17,728 - £19,189

37 hours per week, term time plus 5 additional days

Permanent

We are looking for an enthusiastic and committed member of staff to join our team in providing high quality learning support and guidance to our students. A key part of this role is to challenge, motivate and inspire young people to achieve their potential and help them overcome any barriers to learning.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Take a lead role in the delivery of interventions, including evaluation of interventions.
- Challenge and motivate students, promoting and reinforcing self-esteem.
- Have highly developed communication, organisational, negotiation and interpersonal skills

Deadline: Noon on Thursday 3 February

Shortlisting will take place Friday 4 February interviews taking place wc 7 February 2022.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

Job description

Post title:

Lead Learning Mentor

Responsible to:

SENCo

Job purpose:

To provide high quality learning support and mentoring service within the Learning Hub.

Duties and responsibilities:

- To take a lead role in the delivery of interventions, including evaluation of these interventions.
- To take a lead role in the development and maintenance of the Learning Hub as the main base for learning support and mentoring.
- To promote and support the development of literacy, numeracy and social skills through the planning and delivery of intervention within the Learning Hub.
- To support the organisation of whole school intervention and to ensure the maintenance of records relating to interventions are kept up to date including evidence the impact of these interventions.
- To ensure the updating of displays within the Learning Hub.
- To support students within the Learning Hub with ICT and other resources.
- To ensure that the Learning Hub supports the whole school homework policy, and the support is available to students within the extended school day.
- To manage student use of the Learning Hub with the school behaviour policy.
- To promote any reading schemes that the Trust may implement.
- To support and promote the whole school literacy and numeracy policy.
- To plan and organise the school's involvement with literacy and numeracy initiatives
- To assist with the development, implementation, and review of EHCP's/IEP's
- To provide CEIAG to students within the Learning Hub.
- To support the administration of work experience for the school community.
- To liaise with external agencies as appropriate.

GENERAL: To be a part of the Inclusion team

Duties and responsibilities:

- To undertake first aid duties and manage the flow of incidents as requested
- To provide cover for front office duties as and when required.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-

operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	Level 3 qualification in appropriate area Excellent literacy and numeracy skills First Aid certificate (or willingness to undertake)	Level 6 Diploma Careers Guidance and Development or equivalent or willingness to work towards Understanding of the principles of child development and the learning process ELSA (Emotional Literacy Support Assistant)
Experience	Experience of working with secondary age children in/out of the classroom	Experience of career advice and guidance with secondary school age children Experience of working within a learning support centre
Aptitude and skills	Ability to use learning technologies Ability to work within recognised policies and procedures Ability to work independently Ability to plan work to support students' learning needs	
Personal qualities	Enthusiastic Resilient Good communicator	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

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

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.