



**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, 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.

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 Tuesday 5 October

Shortlisting will take place Wednesday 6 October interviews taking place wc 11 October 2021.

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 above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

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:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

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

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

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.