



**North East
Learning Trust**

Assistant Learning Mentor
Bedlington Academy
Applicant information pack

Assistant Learning Mentor

Required as soon as possible

Grade 2, SCP 4 - 6 (£19,264 - £20,043 FTE) actual salary £16,648 - £17,322

**37hours per week, term time plus one additional day
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.

Bedlington Academy is a caring, friendly and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Bedlington Academy is a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep. We successfully manage our own catering service, offering a wide and varied range of meals to staff and students and our team also caters for all hospitality events taking place at the Academy.

Our vision is simple and shared by all schools in the North East Learning Trust- that every child experiences excellence every day.

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: (Optional for support staff)

- 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:

- Excellent communication skills.
- Take a role in the delivery of interventions, including evaluation of interventions.
- To provide a high quality curriculum support, intervention and mentoring to students at the academy

Deadline: Noon on Thursday 6 October

Shortlisting will take place Friday 7 October interviews taking place WC 10 October 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:

Assistant Learning Mentor

Responsible to:

SENCo

Job purpose:

To provide a high quality curriculum support, intervention and mentoring to students at the academy

Duties and responsibilities:

- To promote and support the development of literacy and numeracy through the planning and delivery of intervention within the Academy
- To contribute to the maintenance of records relating to interventions are kept up to date and evidence the impact of these interventions
- To ensure the updating of displays in The Learning Hub
- To support students within The Learning Hub with ICT and other resources
- To support student use of The Learning Hub within the school behaviour policy
- To promote and support any reading schemes that the Trust may implement
- To support and promote the whole school literacy and numeracy policy
- To assist with the development and implementation of EHCPs/IEPs
- To have challenging expectations for all students to build resilience and independence
- To support the delivery of CEIAG to students in the academy
- To support the administration of work experience for students in the academy

General

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	<ul style="list-style-type: none"> • Excellent literacy and numeracy skills • Level 3 qualification in appropriate area • First Aid (or willingness to undertake) 	<ul style="list-style-type: none"> • Evidence of recent training and/or qualifications •
Experience	<ul style="list-style-type: none"> • Experience of working with secondary age children in/out of the classroom 	<ul style="list-style-type: none"> • Experience of working within a learning support centre
Aptitude and skills	<ul style="list-style-type: none"> • Ability to work under pressure. • Ability to prioritise tasks accordingly • Good organisational skills • Ability to plan work to support students' learning needs • Ability to use learning technologies • Ability to work within recognised policies and procedures 	
Personal qualities	<ul style="list-style-type: none"> • Approachable and courteous manner • Excellent communication skills • Flexible approach to work • Able to work effectively as part of a team • Self-motivation and able to work independently with minimum supervision • Honest and Reliable • Willingness to undergo further training • Commitment to safeguarding and promoting the welfare of children 	

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.