



Hope High School

04/07/2025

HOPE HIGH SCHOOL

CANDIDATE INFORMATION PACK

LEARNING SUPPORT MENTOR (PART-TIME)

DOCUMENT CONTROL

Information

Creation date	03/07/2025
Recruitment Lead for post	Leanne Fletcher
Recruitment Lead contact email	fletcherl@hope.lancs.sch.uk
Template version	Candidate Information pack
Category	Recruitment
Role	Senior Learning Support Mentor (Part-time) 2days per week term time only
Closing Date	11/07/2025 – 9am
Interview Date	TBC Details regarding interviews will be confirmed with shortlisted candidates
Start Date	September 2025
Salary Grade	Grade7 or 8
Duration	Initial 12months

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About the school

Hope High School in Skelmersdale is a SEN school for young people aged 11 to 16 who have individual needs based on Social, Emotional and Mental Health difficulties.

The school has created a culture for learning and behaviour, which enables pupils with additional needs to succeed. The approach that all staff share is both nurturing and innovative. The modern setting and high levels of quality provision ensures pupils learn in a calm and constructive environment. In June 2025, the school was judged by Ofsted as being good in all areas and the school intends to build on this success.

We are a purpose-built school with facilities designed to support our learners towards success. Our facilities include a fully equipped cookery room, design technology workshop, an art studio, a forest school area, a sports hall with gymnasium and climbing wall and of course classrooms each having the latest learning technology. All pupils provided with their own dedicated Windows 10 laptops utilising MS teams to enhance learning through technology.



Our school boasts a fantastic staff team committed to improving the life chances of our young people. Our expectations are high. We aspire for pupils to flourish and succeed – socially, emotionally and academically. We personalise the curriculum and strive for every learner to make accelerated levels of academic progress. We build upon their interests, their strengths and learning styles whilst acknowledging what motivates them to learn.



Our experienced and skilled staff use their expertise to tailor individual strategies to improve pupils' self-esteem and confidence, which we understand is a foundation for success. Young people develop their ability to build relationships, develop positive behaviour and become motivated and enthusiastic learners.

At Hope High we understand the importance of home-school partnerships and we keenly encourage active participation from all parents and carers. This includes regular communication via each pupil's key worker, regular coffee mornings and barbeques. All parents and carers are also encouraged to play an active part in the target setting and review process which is in place for all pupils.



Hope High is a place where no two days are ever the same and is filled with vibrant, talented and driven learners who never fail to amaze and inspire us.

Helen Dunbavin



Executive Headteacher

Introduction to the role

Do you want to work in a unique SEN school where your support will make a real difference to pupils' lives and ambitions for their future?

Do you want to be part of a team that is supportive, committed, experienced and takes pride in delivering innovative and enjoyable lessons? Then come and join us at Hope High School!

We are seeking a dedicated and experienced Senior Learning Mentor to join our vibrant and inclusive school community. This Grade 7 or 8 role (depending on experience) is pivotal in supporting the learning and development of pupils, ensuring every child has the opportunity to thrive academically, socially, emotionally and support them in their futures after school.

Key Responsibilities

- Provide high-level support to teaching staff in delivering tailored learning activities.
- Work closely with pupils with additional needs, including those with EHCPs, to ensure inclusive access to the curriculum.
- Support the development and implementation of individual learning plans.
- Deliver small group or one-to-one interventions under the guidance of teaching staff or SENCO.
- Monitor and record pupil progress, providing feedback to teachers and parents as required.
- Support career paths for students.
- Contribute to the wider life of the school, extracurricular activities and school events.



For more information about the school please visit our website www.hope.lancs.sch.uk.

Please read the job description and person specification contained within this document carefully to ensure you demonstrate in your application the skills and experience required for the post.

Visits to the school, or a telephone call with Leanne Fletcher, Head of School, are welcomed and can be accommodated. If you would like to arrange either of these options, then please contact Karon Trencher at trencherk@hope.lancs.sch.uk who will be happy to assist.

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975.

If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

Applications must be accompanied by a supporting letter and be a maximum of 2 side of A4 and in font size 12.

Rehabilitation of offenders Act 1974 - details of any criminal record spent or unspent should be sent to the Chair of Governors at the school address by the closing date.

"Learning for Life"

Completed applications must be submitted electronically to: trencherk@hope.lancs.sch.uk

Thank you for your interest in the role and we look forward to hearing from you soon.

Leanne Fletcher

A handwritten signature in black ink, appearing to read 'L Fletcher'.

Head of School

Personal Specification / Selection Criteria

Post Title	Senior Learning Support Mentor	
Grade	Grade 7 or Grade 8 (Part-time 2days)	
The applicant will be required to safeguard and promote the welfare of children and young people		
Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (e.g. application form (AF), interview (I), reference (R), OBSERVATION (O))
Qualifications		
Level 6 or above Certificate in Career Leadership or equivalent	E	AF
Appropriate academic or professional qualifications at degree or higher level	E	AF
SEN Experience	E	AF/I/R
Professional Development		
Evidence of appropriate professional development for the role	E	AF/I/R/O
Team Teach trained or willingness to complete training	E	AF/I/R/O
Experience and knowledge of teaching		
Experience of supporting pupils in more than one school.	D	AF
Ability to use ICT in all aspects of your work.	E	AF/I/R
Ability to fulfil the requirements of a form tutor.	E	AF/I/R
Excellent communication skills and an ability to relate to people at all levels.	E	AF/I/R
Excellent administration skills and an ability to meet deadlines.	E	AF/I/R
Ability to work collaboratively with a wide range of groups.	E	AF/I/R
To have experience of supporting children with Special Educational needs.	E	AF/I/R
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses.	E	AF/I/R
To manage effectively and confidently challenging behaviour, using positive behaviour strategies.	E	AF/I

Personal Skills and Attributes		
<i>The ability to...</i>		
To show a passion and enthusiasm for your area	E	AF/I
Inspire, challenge, motivate and empower teams and individuals to achieve high goals.	E	AF/I
Demonstrate personal enthusiasm and commitment aimed at making a positive difference to children and young people.	E	AF/I/R
Ability to represent the school in wider networks.	E	AF/I/R
Fully participate in a fun and engaging learning environment.	E	AF/I
Ability to deal sensitively with pupils, parents and colleagues.	E	AF/I/R
Show a good commitment to sustained attendance at work.	E	I/R
Have a good sense of humour.	E	I
Application Form and Supporting Statement		
The form must be fully completed and legible and free from error.	E	AF
Applications must be accompanied by a supporting letter and be a maximum of 2 side of A4 and in font size 12.	E	AF
Confidential References and Reports		
Positive recommendation from all referees, including current employer.	E	R
Exemplary attendance record	E	R
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	AF/I/R
Commitment to equality and diversity	E	AF/I/R
Commitment to health and safety	E	AF/I/R
Fully support our vision for the best outcomes for all children	E	AF/I/R
Commitment to all aspects of school life, extra-curricular, extended school activities and residential visits	E	AF/I/R
Commitment to undertake professional development / INSET	E	AF/I/R

Job Description

Post Title	Senior Learning Support Mentor
Grade/Salary	Grade 7 or Grade 8 (Part-time 2days per week term time only)
Location	Hope High School
Responsible to	Head of School
Staff Responsible For:	N/A
Purpose of the role (Job statement)	
<p>We are seeking a dedicated and experienced Senior Learning Mentor to join our vibrant and inclusive school community. This Grade 7 or 8 role (depending on experience) is pivotal in supporting the learning and development of pupils, ensuring every child has the opportunity to thrive academically, socially, emotionally and support them in their futures after school.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide high-level support to teaching staff in delivering tailored learning activities. • Work closely with pupils with additional needs, including those with EHCPs, to ensure inclusive access to the curriculum. • Support the development and implementation of individual learning plans. • Deliver small group or one-to-one interventions under the guidance of teaching staff or SENCO. • Monitor and record pupil progress, providing feedback to teachers and parents as required. • Support career paths for students. • Contribute to the wider life of the school, extracurricular activities and school events. 	
Main Activities	
<i>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with grade.</i>	
Support for Pupils	
<ul style="list-style-type: none"> • Under the general supervision and direction of the teacher/SLT to implement structured learning activities for individuals and groups of pupils. • Support and develop occupation pathways for all students • To undertake activities in order to monitor the personal social and emotional needs of pupils. • To develop positive relationships with pupils to promote pupil progress and attainment. • To assist in the devising of pupil's individual targets and their monitoring and review. • Support pupils as part of a planned inclusion programme • To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. • To assist in the development of varying skills that support pupils' learning. • To assist in the specific medical/care needs of pupils when specific training has been undertaken. 	
Supporting the School	
<ul style="list-style-type: none"> • Contribute to the development of school policy. • Represent the department at appropriate meetings within the school and contribute to working parties where appropriate. 	

- Contribute to the school liaison and marketing activities, e.g. pupil progress evenings & school community events.
- Support special events – parents evening, coffee mornings, results day.
- To support the promotion of positive relationships with parents, carers and outside agencies.

Resources

- Manage your area within the department.
- Ensure that the accommodation within the department is maintained to provide the best possible learning environment for the students.
- Lead the team in identifying resource needs and contribute to the efficient/effective use of physical resources.
- Cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Contribute to the process of ordering and allocation of equipment and materials.

Communication and Liaison

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.

School Ethos and Additional Duties

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's corporate policies.
- To carry out any other duties as deemed necessary by the Head of School.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

This school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

***This post is subject to an enhanced disclosure from the Disclosure & Barring Service
Lancashire County Council is a smoke-free employer***

Additional Information

The above document 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.

Disclosure and Barring Service (DBS)

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

References

At least two references are requested for each shortlisted applicant, one of which must be the current or most recent employer. If the applicant is not currently working with children, but has done so in the past, a third reference maybe sought from the employer for whom the candidate was most recently employed to work with children. We will always consider your references before confirming a job offer in writing. Attendance checks will be requested.

Applying

Completed applications must be submitted electronically to: trencherk@hope.lancs.sch.uk

Applications must be accompanied by a supporting letter and be a maximum of 2 side of A4 and in font size 12.