



St Edmund Arrowsmith
Catholic High School

Prepare the way of the Lord

**LEARNING & BEHAVIOUR MENTOR
(Maternity Cover)**

CANDIDATE INFORMATION PACK



Rookery Avenue,
Ashton-in-Makerfield,
Wigan, WN4 9PF
Telephone: 01942 728651
Email: office@arrowsmith.wigan.sch.uk
Web: <http://www.arrowsmith.wigan.sch.uk>
Headteacher: Mr. M. J. Dumican
B.A. (Hons), PGCE, NPQH, MSc, MEd

September 2024

Dear Potential Colleague

Thank you for your interest in the vacancy for **Learning & Behaviour Mentor** at St Edmund Arrowsmith **Catholic** High School.

Our aim has always been to inspire every pupil to want to make the world a better place. This aim sits above all others in defining an education for our pupils. Our Catholic faith is central to everything we do, and our pupils are asked to be living witnesses to that faith and develop the values that come with it.

We are seeking to appoint a colleague who is passionate about providing an excellent service to our stakeholders and if you would like to join our school community, then I look forward to receiving your application form.

To apply, please use the CES application form which is available on the school website – <https://www.arrowsmith.wigan.sch.uk/job-vacancies> and return this, along with the associated documents prior to the closing date stated on the advert, **Thursday 26 September 2024 at 9.00am.**

Shortlisted applicants will be contacted as soon as possible and therefore if you have not received any contact within a 2-week period following the closing date, we must advise that you will not have been successful on this occasion.

If you require further information, please do not hesitate to contact the school where you will be sure to find a warm and courteous welcome.

Yours faithfully

M J DUMICAN
Headteacher



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JOB DESCRIPTION: LEARNING & BEHAVIOUR MENTOR

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for support staff and other current education and employment legislation including that of the Department for Education.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

JOB TITLE: Learning and Behaviour Mentor (Maternity Cover)

JOB PURPOSE: The Learning and Behaviour Mentor will play a key role on the pastoral team, working alongside the Directors of Learning, the Learning Development Leaders and the Inclusion team. The Learning and Behaviour Mentor will work with an identified cohort of pupils to remove barriers to their learning which might involve liaising with staff to discuss the learning challenges faced by those individuals and engaging with parents to encourage their support. The Learning and Behaviour Mentor will also be a first responder to incidents that occur during the school day, liaising with DoLs to update them on situations and providing them with the necessary information to decide what next steps to take.

RESPONSIBLE TO: Named DoL, Business Manager, Deputy HT Pupil Welfare

LIAISES WITH: Inclusion and Pastoral Team, DoLs, Learning Development Leaders (LDLs), Teaching Staff, Support Staff, Outside Agencies, Pupils and Parents/Carers

POST GRADE: **G6: SCP 14-20** (£27,334 - £30,296 Full time salary)
(Hourly rate £14.16 - £15.70) : Approximate pro-rata salary £23,407 - £25,943

HOURS OF WORK: 37 hours per week (Term-Time + 1 week)
Mon – Thursday: 8.00am – 4.00pm / Friday: 8.00am – 3.30pm
Lunch 30 minutes

OTHER: The role requires flexibility to suit the needs of the school.
(Additional week may be used in lieu of meetings attended outside core working hours, Inset and training days)

MAIN DUTIES AND RESPONSIBILITIES:

Monitoring and track a cohort of pupils as directed

- Work with DoLs to deliver appropriate learning, pastoral and behaviour support to ensure that students achieve their best
- Liaise with DoLs/LDLs to direct pupils to the best support available in school e.g. Academic Care Packages
- Work as directed by DoLs/LDLs to identify and provide development/ enrichment programmes which will inspire, develop and support cohorts of pupils as needed.
- Lead above where apt
- Assist with the supervision of pupils out of lesson times, including before and after school, lunch and breaktimes as may be reasonably expected.

Responsible for promoting good pupil behaviour

- Promote good pupil behaviour, acting as a first responder and support for DoLs, LDLs and Inclusion and Pastoral Team members in cases of conflict and other incidents in line with established policy/DoL guidance and encouraging pupils to take responsibility for their own good behaviour.
- As directed by DoLs, investigate incidents which might prove a barrier to learning e.g. poor behaviour, friendship issues, lost equipment. Issue relevant sanctions, find relevant solutions and carry out apt follow up actions.
- Liaise with DoLs/LDLs to direct pupils to the best support available in school.
- Assist with the school's programme of behaviour monitoring and sanctions (duties and detentions).

Responsible for liaising with staff and external agencies

- Attend pastoral briefings/meetings/year team meetings as required to ensure a co-ordinated approach.
- To keep all necessary records up to date
- Be involved in the preparation and administration of PEPs where appropriate
- To liaise with outside agencies as appropriate to ensure integrated working.

Responsible for developing positive relationships with parents

- Contact parents to update them on pupils' progress, celebrate success and inform them of any challenges faced by their children in school.
- Where apt, meet parents to discuss their child's learning.
- Assist attendance officer to improve attendance of individuals where apt.

SCHOOL SUPPORT

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, supporting pupils with medical conditions, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Participate or lead in training and other learning activities as may be reasonably directed.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise pupils on visits, trips and out of school activities as may be reasonably directed
- Where required, play an active role in wider school life, e.g. support the Catholic ethos, assist on Review Days/Sports Days
- To carry out general support staff duties when required.
- To act as a First Aider, which may include contacting parents/hospital where needed and administering basic first aid if necessary.
- To invigilate examinations when required.
- Any other tasks as directed by your Line Manager or Headteacher which are appropriate to the post.

REVIEW

A job description may be amended by the Headteacher after consultation with the support staff member and preferably with her/his agreement. On her/his own initiative, a support staff member may request that amendments are made to her/his job description and a request will be considered carefully.

This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to the job commensurate with the grade and job title.



PERSON SPECIFICATION: DESIGN & TECHNOLOGY / ART TECHNICIAN

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the Trust Deed.

Experience

	Essential	Desirable	Source
Experience of working with or caring for children of a relevant age in a learning environment with social, emotional and behaviour difficulties	✓		A, I, R
Experience of new technologies and ICT to support learning	✓		A, I, R

Training and Qualifications

	Essential	Desirable	Source
3 x GCSE grade C (or above) in Maths and English (or equivalent qualification)	✓		A
Relevant first aid qualification or willingness to undertake training to obtain	✓		A, I
Willingness to participate in development and full training opportunities	✓		I
Training in the relevant strategies or a willingness to undertake such training	✓		I

Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post

	Essential	Desirable	Source
Good understanding of the relevant policies/codes of practice and legislation		✓	A, I
Knowledge of the national/foundation stage curriculum and other relevant learning programmes/strategies		✓	A, I
Understanding of child development and learning processes		✓	A, I
Understanding of statutory frameworks relating to teaching		✓	A, I
Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment	✓		A, I, R
Knowledge of physical, intellectual, emotional and social development of children (PIES)	✓		A, I, R

KEY: A = Application, R = Reference, I = Interview

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

What to Expect

If you feel that you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form, we do not accept CV's.

It is important to tell us about your skills and experience relevant to the role. Please ensure that you answer all the questions on the application form and explain any gaps in your employment or educational history as the information you provide will be used in our shortlisting process.

Once we have received your application, it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy, you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications that we receive, if you do not hear from us within 2 weeks of the closing date, then on this particular occasion you will not have been successful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit the school, please email us at recruitment@arrowsmith.wigan.sch.uk and we will arrange a suitable time.

The school website is a fantastic source of information about our school and we recommend that you visit this at <https://www.arrowsmith.wigan.sch.uk/>

The Interview Process

Deadline: Thursday 26 September 2024 @ 9.00am
Interview Date: To be confirmed
Start Date: As soon as possible

All candidates will be given a tour of the school

For support staff candidates: the interview process will consist of written and/or verbal tasks and a formal interview with senior staff.

For teaching candidates: the interview process will consist of teaching an observed lesson, interacting with students, and certain additional tasks as deemed appropriate for the position.

The recruitment process at St Edmund Arrowsmith Catholic High School will involve a member of the senior leadership team who is appropriately trained in the safer recruitment protocols.



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