

*Our Community, Our School*



# HADLEY LEARNING COMMUNITY

## Scale 3 Learning Support Mentor (LSM)

Primary Phase



**Learning Support Mentor (LSM)**  
**Fixed term**  
**Scale 3 | Term Time only | 30 hours per week**  
**Salary £15,909 to £16,159 (actual)**  
**To start January 25**

Thank you very much for taking the time to consider the post of LSM at Hadley Learning Community Primary Phase. HLC Primary is part of the Learning Community Trust and benefits from the support and experience of a wide range of schools. We provide excellent CPD for staff at all levels. We have a fantastic team of experienced teachers and support staff who work together to provide the best outcomes for our pupils.

The school is popular with local families and has been oversubscribed for the last few years. Due to the size of our school, there is opportunity for all staff to progress and develop their skills. The school was graded 'Good' in all areas by OFSTED in June 2022 and we are looking for a Scale 3 LSM to join our team of staff. Please see our website for further information  
[www.hadleylearningcommunity.org.uk/primaryphase](http://www.hadleylearningcommunity.org.uk/primaryphase)

HLC is a culturally diverse school and welcoming of children and families from a range of different cultures and backgrounds. Our children work and play harmoniously together. We are fully committed to practicing our school motto – 'Our community, our school'. As such, we encourage our children to show respect, understanding, tolerance and courtesy towards each other, our staff, and visitors. The Senior Leadership team consists of the Headteacher, two deputy Head teachers and three Assistant Head Teachers who lead the work of the school at a strategic level. We have a large teaching team who provide high-quality education to our pupils, organised into mixed-ability classes with 90 children per year group from Reception to Year 6. We also have a morning and afternoon school Nursery with up to 30 pupils in each session. There is an extensive team of support staff including Pastoral Support Managers, Learning Support Mentors, and a Family Support Worker.

The school has a bespoke curriculum which promotes a progressive, cross curricular approach to learning with reading and STEM as its drivers. Staff have every opportunity to plan highly creative and engaging learning activities for their classes.

We are seeking to appoint an excellent practitioner to join our support staff team. It is a fantastic opportunity to join our school as it continues to go from strength to strength. Our school strives to ensure that learning at HLC is exciting for our young people.

We are looking for an enthusiastic individual who share our belief that all children are entitled to the highest quality education. Our teachers and support staff work closely together to plan personalised learning for our children. We are seeking to employ support staff who will enjoy working within a team and is able to value the contributions of all. Potential candidates must have good English, Maths and communication skills.

### **Salary & conditions**

**Conditions:** The post is fixed term until August 2025

**Salary:** £15,909.52 to £16,159.61 (actual)

We are looking for someone who will fully embrace the opportunities that HLC has to offer. A comprehensive CPD and induction package will be designed for the successful candidate. Visits to the school are welcomed.

For an application pack or more information, please contact Emma Petford on:

Tel: 01952 387191 or [emma.petford@lct.education](mailto:emma.petford@lct.education)

### **Interviews**

**Closing date for applications:** 12<sup>th</sup> January 2025 at 10am

**Interviews:** week beginning 12<sup>th</sup> January 2025

*The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).*

*References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children. For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.*

*We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. For more information regarding our school's commitment to safeguarding, please see our Child Protection & Safeguarding Policy <https://hadleylearningcommunity.org.uk/primary/policies/>*

## Hadley Learning Community Support Staff Job Description

Name of post holder

Title of post: Learning Support Mentor (LSM)

Salary scale: Scale 3

Point on scale: To be agreed

Contracted working weeks: Term time only

Hours per week: 30 hours weekly

Daily working hours: 8:20am – 2:50pm

Lunch break arrangements: 30 minutes (unpaid) to be agreed

### General duties and responsibilities for Learning Support Mentor (Scale 3)

- To promote learning and high individual achievement in a positive and professional manner.
- To work with students as individuals or within small groups under the guidance and direction of, and organised by, teaching staff.
- To liaise with the class teacher in discussing the work set for the students and report on the success or otherwise of the work set.
- To mark and/or provide feedback for the work of children you have worked with, as directed by class teacher.
- To use, contribute to and understand planning completed by class teachers in order to deliver high quality learning.
- To undertake general classroom support tasks including displays, the preparation of resources and the setting out and putting away of equipment.
- To inform the Class Teacher of any concerns you have about students either on or off the campus.
- Report any child protection concerns to the Designated Safeguarding leads in line with policy
- To accompany students on visits as required.
- To support the educational, behavioural, social and mental health of students
- To contribute to reviews, assessments and observations as required
- To work with other professionals e.g. Speech Therapists, Learning Support Advisory staff.
- To support students with SEND and individual targets as required under the direction of teaching staff and/or SENDCo.
- To work with named students requiring additional support (this could be autism, physical disability, behavioural difficulties or learning difficulties, or a combination of these).
- To deliver additional support programmes as required and work with students on an individual basis as required supporting targets identified on Pupil Passports and other documents.
- To attend, and contribute to, professional meetings concerning individual students as required.
- To contribute when requested to the writing of Pupil Passports, EHCP reviews and other documents relating to individual students.
- To write reports and keep records as required about the progress, attitude to learning and behaviour of pupils.
- To participate in the annual appraisal system
- To attend staff training as directed.
- To supervise students coming into school, during break times, lunchtimes and leaving the building, as required.
- To ensure that appropriate training and accreditation is completed in order to administer first aid and medication as required.
- To undertake any reasonable tasks commensurate with the title and grade of the post held.
- To be fully involved in the planning process for teaching and learning, supporting teaching staff as appropriate
- To be involved in the evaluation of student learning supporting the reporting process and record keeping

- Contribute to student reports as required

Cover supervisor responsibilities

- To cover classes in the absence of a teacher. Cover of classes will be supported by another Learning Support Mentor, if appropriate and where available but will not be a requirement of cover provision.
- To deliver work that has been set by the class teacher or in accordance with school policy
- To supervise students whilst they are undertaking this work ensuring that a positive, well-disciplined learning environment is maintained
- To respond to any questions from students about process and procedures
- To deal with any immediate problems or emergencies in accordance with school policies and procedures
- To collect student work at the end of the lesson and return it to the appropriate teacher
- To report back, as appropriate, using HLC's agreed referral procedures on the behaviour and achievement of pupils during the lesson

General Responsibilities for Support Staff

- This job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of the Headteacher, appropriate to the remit.
- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Postholder must comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.
- The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.
- The postholder will safeguard and promote the welfare of children and young people\_

Line manager (also responsible for performance management)

Managed by class teachers on a daily basis and reportable to the SENDCo and Senior Leadership Team.

Review arrangements

This document will be reviewed to address school needs and developments. However, either party may raise issues at any time that is appropriate.

Signed.....(Post holder)

Signed.....(Headteacher)

Date.....

An electronic copy of this document will be kept with your personnel records.

## **Person Specification for support staff**

### **(Learning Support Mentor (teaching assistant) Scale 3)**

#### **Essential**

- 5 x GCSE including English and Mathematics or equivalent qualifications.
- High standards of written and oral communication
- To have high aspirations for pupils' achievement and learning.
- To be self motivated and well organised but flexible in approach to work.
- To be able to develop warm, positive and productive relationships with children across the school
- Proficient in the use of ICT
- To be able to demonstrate patience, sensitivity and tact with others, including children, parents and staff
- To enjoy being part of a forward thinking team and approach change in a positive way
- To be committed to continual improvement and development
- To be a good communicator who can work well with all people in school

#### **Desirable**

- NVQ2 or equivalent
- NVQ3 or equivalent
- Early Years level 3 qualification
- Experience of working across Primary
- An interest in progressing to teacher training
- Experience of working within a school setting
- Experience of working with children and families

#### **Selection process**

Candidates will be selected from the following processes: -

- Observation in class
- Formal Interview
- Written Task