



Wade Deacon Trust

CEO: Mr G Kelly

Innovation Enterprise Centre, Birchfield Road,
Widnes, WA8 7TD

www.wadedeacontrust.com

Company No: 08278808



Wade Deacon High School

Birchfield Road, Widnes, WA8 7TD

Telephone: 0151 423 2721

Principal: Mr S Corner

Learning Mentor

Application Information

Salary: NJC Scale 5, scale point range 22-25 (Actual salary-£17,580.-£19,280)- Term-time only.

To start: 19th November 2018

Temporary Maternity Cover expected until July 2019

We seek to appoint a committed and dynamic Learning Mentor who has relevant qualifications and proven experience of working with young people with emotional and behavioural issues. The successful candidate will be required to provide support and guidance to young people to help them overcome social, emotional and behavioural issues, ensuring that individual pupils engage more effectively in learning and participating in the life of the school. The candidate will have the ability to identify and target those pupils at risk of disaffection and help them identify and address what is getting in their way of learning. Mentoring will take place one to one or in small groups so you will have excellent interpersonal, organisational and communication skills.

Wade Deacon High School is friendly, dynamic and innovative. Our last OFSTED described us as "an outstanding school" in every category. Our passion is to not only maintain this status but achieve our goal to be truly exceptional. We have developed outstanding International links with top schools in Japan, China and India. In 2014 we were shortlisted for both 'Employer of the Year' in the Investors in People Awards, and 'Excellence in Learning and Development' in the Personnel Today Awards. In April 2018, we achieved Arts Mark Platinum status reflecting the excellence within our school and our commitment to providing the best opportunities for our students.

The successful applicant will have to meet the requirements of our Personnel Recruitment specification and be subject to an enhanced DBS (CRB) check and medical clearance.

Application form and further details are available via the school website www.wadedeacon.co.uk or on request by telephoning the school on 0151 423 2721.

Closing Date: 3rd October 2018 at 3.00pm.



Job Specification

Line Management:

The post holder will be accountable to the Learning Mentor Co-ordinator for all initiatives related to this post.

Job Purpose:

The key focus of the Learning Mentor's work is supporting children and young people and raising standards of achievements by removing barriers to learning that can include behavioural problems, attendance, disaffection, bereavement, difficulties at home, and problems transferring from primary school to secondary school, poor study or organisational skills. Pupils suffering multiple disadvantages are a particular priority for support.

Job Accountabilities:

Support for the Pupil

- Establish good working relationships with pupils, acting as role model and setting high expectations
- Promote inclusion and acceptance of all pupils
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within the established school procedure.
- In collaboration with pupils, develop and review pupil action plans
- Use a variety of approaches, which should be tailored to meet individual needs. *These could include;*
 - *One to one mentoring to discuss problems and look at solutions*
 - *Individual sessions looking at particular issues- such as anger management.*
 - *Group work sessions focussing on one issue- such as attendance and self-esteem.*
 - *Limited support to a student within lessons as part of a structured programme of assistance.*
 - *Observation assignments within lessons at the request of either students or teaching staff*
- Promote good pupil behaviour, dealing promptly with conflict and incidents, encouraging pupils to take responsibility for their own behaviour in line with the established school policy.
- Administer first aid to pupils as and when required. The learning mentor is expected to undertake appropriate first aid training as organised by the school to maintain an up-to-date first aid qualification.



Support for the Leader of Care, Guidance and Support

In consultation with the Learning Mentor Co-ordinator, develop own action plan and identify work to be completed according to caseload. The timetable should allocate time for

- 1:1 individual support
- Group work activities
- Administrative time (action planning, recording, monitoring)
- Lunchtime clubs
- Home visits
- Links with other agencies
- Meetings with staff and parents
- Training and networking
- In-class support
- Production and maintenance of accurate records of meetings that will be held
- Regular scheduled meetings
- Individual interviews with pupils
- Small group activities
- Large group activities
- Casual, unscheduled meetings
- Establishing constructive relationships with parents/carers, class teacher, SENCO
- Liaising with Progress Leaders, Personal Tutors, SEN Classroom Assistants and outside agencies, regarding pupil referrals.
- Provide Learning Mentor Co-ordinator with appropriate referral documents, initial assessment documents, action plan, and progress made with regard to mentored pupil for inclusion in pupil files
- Collate information for Governors reports, SIP (School Improvement Plan) and DSEF (Departmental Self-Evaluation Form) and other reports as and when required

Support for the school

- Be aware of and comply with the school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person.
- Be aware and comply with the latest Keeping Children Safe in Education and Prevent national policies.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- To support in the Achievement Centre as directed
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.



Person Specification

Selection Criteria	Essential	Desirable
<i>Qualifications</i>		
Educated to A level / NVQ 3 standard or relevant mentoring work experience	•	
Commitment to continued personal and professional development		•
Emergency First Aid at Work		•
<i>Experience</i>		
Previous experience in a mentoring or counselling role		•
Working knowledge of Safeguarding policies and procedures		•
Experienced in the use of Microsoft packages including Word, Excel, Power point, and Email	•	
<i>Knowledge and Skills</i>		
Ability to establish successful relationships at all levels	•	
Understanding of the safeguarding referral process		•
Ability to deal with stressful situations in a calm and well thought-out manner	•	
Ability to work flexibly whilst under pressure with dealing with competing priorities	•	
Understanding and awareness of current educational developments	•	
Ability to monitor pupil progress and attainment	•	
A working knowledge of ICT in Information and Management Systems		•
Ability to implement and follow administrative procedures in a thorough and rigorous manner		•
<i>Personal and Professional Qualities</i>		
Excellent interpersonal skills	•	
A high degree of organisational ability	•	
High levels of motivation and commitment	•	
To have concern for individual needs and possess a real empathy with pupils	•	
Ability to think analytically and flexibly		•
Ability to communicate effectively and appropriately		•
Ability to liaise with parents/carers and external agencies	•	
Enhanced CRB disclosure	•	
<i>Commitment</i>		
To inclusion and acceptance of all pupils	•	
To the happiness, well-being and self-esteem and progress of children	•	
To equal opportunities	•	
To the role of parents as educators		•
Commitment to developing skills in response to changing work demands	•	
To participate in the full life of the school		•



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- be a role model and act as an ambassador for Wade Deacon High School in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.

Wade Deacon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.



Context

Wade Deacon Trust

Wade Deacon High School is the lead school in a growing multi-academy trust; The Wade Deacon Trust. The Trust is an approved DfE Academy sponsor. It is focused upon improving life chances for students and communities providing sustainable school improvement; and schools joining the Trust do so with the prime aim of improving each other so that they can all become outstanding schools.

Wade Deacon High School

The school is an 11-16 fully comprehensive and heavily oversubscribed school with over 1500 students. In 2011 the school was judged “Outstanding” in all categories by Ofsted.

The school’s ethos of ‘A Commitment to Excellence’ permeates through every aspect of school life. A disciplined, supportive and purposeful working environment enables students to excel across the whole curriculum, reflected in the success that students attain year on year at both Key Stages 3 & 4.

Attainment

Wade Deacon’s external examination results are consistently well above the national average and the best in the local area.

2018 Examination Results Summary:

72% of students achieved Levels 9 - 4 in Mathematics and English

81% of students achieved Levels 9 - 4 in English

77% of students achieved Levels 9 - 4 in Mathematics

122 students achieved the English Baccalaureate

23% of students achieved the highest possible Levels of 9 - 7 across the curriculum

68% of students achieved 2 Science GCSEs Levels 9-4

The school is proud of its academic achievements; however there are strategies in place to reduce elements of in school variation across subjects.

The school has had some success in closing the attainment gap for students registered under the Pupil Premium criteria and continues to implement strategies to reduce this further.

History

The school is proud of its rich history. Wade Deacon High School traces its heritage back to 1507 when the original grammar school was founded by Bishop William Smyth. The main building was opened in 1931 as Wade Deacon Grammar School, named after Sir Henry Wade Deacon. He was a prominent local industrialist and, for many years, chairman of the Local Education Committee. This remains the permanent home for the lead school site.



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School Site

In April 2013 following an extensive £26 million BSF building programme (Design and Build), the school moved into its brand new state of the art facilities. The school was heavily involved in both the internal design and provision of high quality external facilities. The school provides a 21st century and exceptionally high quality learning environment which enhances the teaching and learning of our students.

Community

The majority of the school intake is from Widnes and is across the full range of abilities and socio-economic backgrounds. However, applications are received from the surrounding towns and villages. There is a strong community spirit linked to the school and we work with a number of community partners to strengthen the school's commitment in this area

Widnes

Widnes forms one of two main towns making up the unitary authority of Halton.

The town of Widnes, with its excellent transport links, makes the major cities of Manchester, Liverpool and Chester easily accessible. The Wirral and North Wales are also within a reasonable travelling distance.

The population of Widnes is approximately 58,000. Its heritage is in heavy industrial and chemical manufacture while, in recent years, the development of hi-tech, service and logistical enterprises has taken a lead. Wade Deacon is the largest of three high schools within the town.

Further Information

Further information is available on the school and trust websites;

www.wadedeacon.co.uk

www.wadedeacontrust.com



How to Apply

Application Forms

Any interested candidate should apply by completing the Application Form, Supplementary Information Form, and attaching an accompanying letter of support addressed to the Principal Mr Simon Corner, maximum two sides of A4 font 12, addressing the following points:

- why you are interested in this post and how you have prepared yourself so far
- what contributions you feel you can make to students' development within our school
- any particular areas of strength and expertise you feel you may have

The application form and supplementary information form can be downloaded from the Recruitment page on the school website;

www.wadedeacon.co.uk/jobs

If you have any difficulty downloading the application form, please contact Mrs C Rogers at the school to request a hard copy by post. Our telephone number is 0151 423 2721.

Application Deadline

Applications should arrive in school by 3rd October 2018 at 3.00pm.

Shortlisting will take place on 5th 2018

Interviews will take place on 15th October 2018.

Address

Ideally you should email your application to jobs@wadedeacon.co.uk with 'Learning Mentor' in the subject line.

Alternatively you may post your application to the address below with the envelope clearly marked 'Learning Mentor'

Human Resources
Wade Deacon High School
Birchfield Road
Widnes
WA8 7TD

Feedback

If you have not heard from us within three weeks of the above closing date, then please assume that on this occasion your application has been unsuccessful. **As we receive a large number of applications for each post advertised, unfortunately we cannot provide feedback to individual candidates as to why they were not short-listed for interview.**