



Immanuel College
Church of England Academy

bdot
Bradford Diocesan
Academies Trust



Applicant Information Pack

Learning Mentor

Closing Date: Friday 5 May 2023, 9.00am

Shortlisting Date: Friday 5 May 2023

Interview Date: w/c Monday 8 May 2023

Start Date: September 2023

Welcome from the Headteacher

Dear applicant,

Thank you for your initial interest in the position of Learning Mentor at Immanuel College. I hope that the information found within this pack and on our website will encourage you to submit an application.

We are an 11-18 Church of England Academy and a member of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have served several large local communities for over twenty years.

Our Christian ethos, build upon the foundations of *perseverance*, *character* and *hope* is central to everything that we do. Immanuel means '*God with us*' and our motto '*All God's Children*' underpins what we believe in and strive for. Our last SIAMS faith inspection confirmed that we are an outstanding church school. A strong culture of behaviour is essential for a school to run effectively and we communicate constantly to students about the basic expectations that underpin the '*Immanuel Way*'.

Our most recent Ofsted inspection, in January 2019, resulted in us being judged a *Good* school. We are proud of our enviable record of success in GCSE and A level exams. All students, regardless of academic ability and background, make excellent progress and the majority of students stay on into our fully-inclusive Sixth Form. Outcomes in summer 2022 placed the school as the top sixth form provider in Bradford, with average A level results at grade B and average level 3 BTEC grades at Distinction*.

All teachers have incredibly high aspirations for all students and are proud to be part of the Immanuel family. Staff work hard in the interests of getting the very best out of every student in their care and so we place a strong emphasis on staff wellbeing and we will always take any opportunity to reduce unnecessary workload. All staff have access to a robust performance management system, through which they can engage with a comprehensive and bespoke CPD package.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then I welcome an application from you.

With best wishes,



Mr S. Mulligan
Headteacher



Advert

Job title:	Learning Mentor
Contract type:	Permanent
Contract type:	37 hours per week, term time only plus 10 days
Salary:	Scale 6 £24,452 – £25,847
Closing Date:	Friday 5 May 2023, 9.00am
Start date:	September 2023

Immanuel College is an 11-18 Church of England Academy and a member of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have served several large local communities for over twenty years. The school has an excellent range of facilities including a suite of brand new classrooms as well as exceptional sports provision.

Our Christian ethos, build upon the foundations of *perseverance*, *character* and *hope* is central to everything that we do. Immanuel means '*God with us*' and our motto '*All God's Children*' underpins what we believe and strive for. Our last SIAMS faith inspection confirmed that we are an outstanding church school. A strong culture of behaviour is essential for a school to run effectively and we communicate constantly to students about the basic expectations that underpin the '*Immanuel Way*'.

Our most recent Ofsted inspection, in January 2019, resulted in us being judged a *Good* school. We are proud of our enviable record of success in GCSE and A level exams. All students, regardless of academic ability and background, make excellent progress and the majority of students stay on into our fully-inclusive Sixth Form. Outcomes in summer 2022 placed the school as the top sixth form provider in Bradford, with average A level results at grade B and average level 3 BTEC grades at Distinction*.

Teachers and all other staff have incredibly high aspirations for all students and are proud to be part of the Immanuel family. Staff work hard in the interests of getting the very best out of every student in their care and so we place a strong emphasis on staff wellbeing and we will always take any opportunity to reduce unnecessary workload. All staff have access to a robust performance management system, through which they can engage with a comprehensive and bespoke CPD package.

If you believe that you are the right person to fill the role and that your values are aligned with ours, then we look forward to receiving your application.

Closing Date:	Friday 5 May 2023, 9.00am
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Job Description

Job Title:	Learning Mentor
Team/Faculty:	Pastoral
Job Purpose:	To work closely with other members of the pastoral team, providing 1:1 and group mentoring to students in Key Stage 3 and Key Stage 4, to support SEN and remove barriers to attendance and learning.
Salary:	Scale 6 £24,452- £25,847
Accountable to:	Deputy Headteacher (Inclusion)

Student mentoring and support

- To provide support, motivation and mentoring to students in Key Stage 3 and Key Stage 4 on a 1:1 and small group basis.
- Act as a role model, challenging, motivating, promoting and reinforcing self-esteem to establish productive working relationships with students.
- To facilitate and monitor the delivery of specific strategies, such as those identified in statutory documents (EHCP's or similar documents), measuring and reporting on impact as required.
- To assist in the identification of those students who would benefit most from a Learning Mentor and, working with others, draw up and implement action plans for each student who needs particular support.
- To address the needs of specific students who may be facing barriers to attendance and/or learning, supporting them to participate positively in lessons and wider activities.
- To inspire, motivate and promote students to display positive relationships and behaviours.
- To work closely with the SENCO and other pastoral leaders to ensure that the individual needs of students are appropriately supported.
- To facilitate tailored support for students during social times to meet individual and group needs.
- To facilitate restorative work as required to support attendance and/or learning.
- To be a contributory member of the 'mental health ' and/or 'safeguarding' team(s) as required, attending relevant training and CPD
- To ensure that school procedures and expectations are upheld and adhered to in a consistent manner.

Links with parents/carers and external agencies

- To maintain regular contact with families/carers of students in need of extra support, to keep them informed of students' needs and progress, and to promote positive family support and involvement.
- To conduct home visits as appropriate to support students and their families with advice relating to identified issues and concerns which cause barriers to attendance and/or learning.
- To establish working partnerships with services supporting families to establish family support for learning.
- To liaise, as appropriate, with external agencies and professionals to ensure appropriate support for students experiencing barriers to attendance and/or learning.
- To liaise and network with other learning mentors and share good practice.

Student transition

- To support the SENCO and wider pastoral team to ensure the smooth transition of students from primary schools and to liaise with primary learning mentors to prepare students for secondary school.
- To assist, where appropriate, with the efficient and effective transfer of relevant student information to aid successful transition at all stages of secondary education.

Reporting

- To maintain accurate and up to date records.
- To provide objective and accurate feedback and reports, as required, to other staff.
- To attend pastoral team meetings as appropriate.

Immanuel College: Applicant Information Pack

- To manage recording systems and processes as appropriate to ensure accurate analysis/reports can be undertaken.
- To advise, inform and support colleagues in relation to student issues, and brief and update colleagues as required to support attendance, safeguarding and wellbeing.

Person Specification

Job Title:	Learning Mentor
Team/Faculty:	Pastoral
Job Purpose:	To work closely with other members of the pastoral team, providing 1:1 and group mentoring to students in Key Stage 3 and Key Stage 4, to support SEN and remove barriers to attendance and learning.
Salary:	Scale 6/SO1 £24,982- £29,577
Accountable to:	Deputy Headteacher (Inclusion)

Category	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Good standard of Literacy and Numeracy Good standard of ICT
Experience	<ul style="list-style-type: none"> Experience of working with students 11-18 years/young people in a pastoral/mentoring and/or safeguarding role 	<ul style="list-style-type: none"> Experience of working with SIMS Experience of customer service
Training	<ul style="list-style-type: none"> Prepared to undertake further job related training as required 	
Practical and intellectual skills	<ul style="list-style-type: none"> Good standard of written English, numeracy and ICT. Knowledge and experience of a range of strategies to support a SEN needs, particularly those relating to Social, Emotional and Mental Health (SEMH) Counselling skills including active listening and a non-judgemental approach Ability to manage/resolve conflict 	<ul style="list-style-type: none"> Computer and keyboard skills
Personal circumstances	<ul style="list-style-type: none"> Good timekeeping Ability to work extra hours if required Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) Will not require holiday leave during term time No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/ finance 	
Physical & sensory	<ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability and Discrimination Act 1995 	
Disposition/ attitude	<ul style="list-style-type: none"> Resilient and able to cope with the pressures of school life, maintaining a sensitive and understanding manner. Able to remain patient and calm in stressful situations Ability to work without supervision and prioritise conflicting demands and pressures to bring about positive outcomes. Ability to interact with, work and support the pastoral care and learning of pupils of 11-18 years. Enthusiastic and proactive approach to challenges. Ability to relate well to students and adults. Demonstrate good co-operative, interpersonal and effective listening skills. Ability to support the Christian Ethos of the school Flexible approach, dependable and loyal – ability to work constructively within a team. 	

Immanuel College: Applicant Information Pack

	<ul style="list-style-type: none">• Approachable, courteous and able to present a positive image of the school to callers and visitors.• Able to maintain confidentiality in matters relating to the school, its students, its staff parents and carers• Good sense of humour• Flexibility and willingness to accept change	
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How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without unbiased. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Completed applications must be submitted and returned to Katie Green at Immanuel College via the MyNewTerm website at <https://www.mynewterm.com/jobs/142590/EDV-2023-IC-66370>.

All applications will be acknowledged within 24 hours. Should you fail to receive a confirmation, please call 01274 425900

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel, at least one of which has completed safer recruitment training. We carefully check all applications for anomalies and we may ask for more information about any gaps at interview.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 5 working days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or most recent employer.

Interview Process

The interviews will be held at Immanuel College. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the interview process, we will use the person specification as a guide to select the most suitable candidate for our school. In most cases a decision will be made the same day as the interview although occasionally the decision may take longer. We will then telephone each candidate to inform them of the outcome; we will give brief feedback during this telephone conversation.

Offer of Employment

We will normally make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- A completed DBS check
- Provision of proof of identity and qualifications

Probationary Period

The first school term of your employment will be a probationary period

Timeline

Closing date: Friday 5 May 2023, 9.00am

Shortlisting date: Friday 5 May 2023

Interview date: w/c Monday 8 May 2023

Questions

If you have any queries on any aspect of the application process please contact Katie Green on 01274 425900 or e-mail katie.green@immanuel.bdat-academies.org

About BDAT



General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England Multi-Academy Trust. BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company. BDAT was established in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds. BDAT operates as an Exempt Charity and is governed by a Board of Trustees who are responsible for, and oversee, the management of the company.

The mission statement of BDAT

“The Trust’s mission is to provide an education of the highest quality within the context of Christian belief and practice.” In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

Trust development and growth

The MAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of January 2022, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We expect a further primary school to join in the summer of 2022 and we are actively considering further slow and steady growth following several years of consolidation.

For more information on BDAT, visit www.bdat-academies.org

Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor non Church of England School, as well as those within the faith.

Contact Details

Immanuel College
Leeds Road
Bradford
West Yorkshire
BD10 9AQ
T: 01274 425900
@ImmanuelBD10 