



Application Pack

Learning Mentor



Job Title	Learning Mentor
Salary & Grade	Grade 6 SCP 12-17 £19,566-£21,224 (FTE £28,598-£31,022)
Contract	30 hours per week, permanent
Reporting to	Executive Headteacher / Head of School
Start Date	ASAP

Dear Applicant

Thank you for your interest in the role of Learning Mentor.

Waterton Academy Trust is looking to appoint a passionate, inspirational and dedicated Learning Mentor to join our team at Churchfield Primary School, a two form entry school, located in Cudworth, Barnsley.

Churchfield Primary School joined Waterton Academy Trust in 2019. The Trust consists of 16 primary phase schools in the Wakefield and Barnsley area. As part of this Trust both staff and children enjoy varied opportunities for collaboration in all areas of the curriculum

We are committed to providing a stimulating, creative environment so that all children enjoy learning, make outstanding progress and reach their potential. School is constantly striving to provide high-quality learning opportunities, which engage, challenge and inspire all our pupils.

We look forward to receiving your application.

Warm Regards,

Jonathan Bean
Executive Headteacher

About Us

Waterton Academy Trust is a thriving and values-led partnership of schools committed to giving every child the best possible start in life.

Established in 2014 with Walton Primary Academy as its founding member, the Trust has grown steadily and strategically, guided by a strong moral purpose and a deep understanding of the communities we serve. We believe that **success is a shared experience** – every learner, every member of staff, and every school should flourish, together.

By the end of 2026, we expect to support more than 4,000 pupils across our schools, with a dedicated team of over 600 staff and an annual turnover approaching £28 million.

Our growth has not been about size alone - it reflects the strength of our educational offer, the diversity of our provision, and the depth of our partnerships.

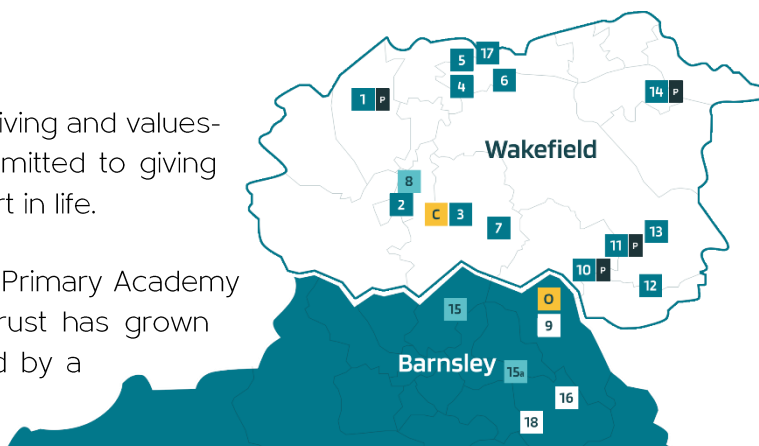
We work across two key regions - Wakefield and Barnsley - and are proud to be seen as a trusted and collaborative presence within the wider education system. All our schools are primary-phase, and collaboration sits at the heart of how we work.

In response to local need, our first independent special academy – Newstead Academy opened in Barnsley in 2023 and has already grown to include a satellite site based at Hunningley. Building on this success, we have opened a new specialist setting - Hammer Lane Academy - in Wakefield in September 2025. These developments are a testament to our commitment to inclusive education and our ability to work alongside local partners to meet the needs of all learners.



We also know that a great start in education begins early. That's why we've expanded our offer to include four pre-school settings, with plans for further growth.

If you share our belief that all children deserve the highest-quality education and want to be part of a forward-thinking, people-centred organisation, we'd love to hear from you.



Our Locations

Waterton Offices

C - Centre for Excellence
O - Operations Office

Waterton Schools

- 1 - Wrenthorpe Academy
- 1p - Wrenthorpe Pre-School
- 2 - Sharlston Community School
- 3 - Walton Primary Academy
- 4 - Normanton Junior Academy
- 5 - Lee Brigg Infant and Nursery School
- 6 - Normanton Common Primary Academy
- 7 - Crofton Infant's School
- 8 - Hammer Lane Academy
- 9 - Churchfield Primary School
- 10 - King's Meadow Academy
- 10p - The Meadow Pre-School
- 11 - West End Academy
- 11p - The Woodland Pre-School
- 12 - South Kirkby Academy
- 13 - Ackworth Mill Dam School
- 14 - Cherry Tree Academy
- 14p - Cherry Blossom Pre-School
- 15 - Newstead Academy
- 15a - Hunningley Academy
- 16 - Kings Oak Primary
- 17 - Alfton Junior Academy
- 18 - Jump Primary Academy

Our Vision and Values

The Trust is proud of its shared vision and values, which are embedded across all aspects of our work.

This vision-centred on collaboration, aspiration, enjoyment, and equity—guides our actions and unites our schools in a common purpose. We aim to create a culture where success is a shared experience, every child enjoys a rich and relevant curriculum, and all pupils are supported to achieve their full potential, regardless of background.

Candidates interested in joining the Trust are encouraged to explore our vision and values to ensure they align with their own ethos and long-term aspirations.





About The School

At Churchfield Primary School we enable all children to grow as independent learners, achieve more than they ever believe they could and shine as unique individuals. Our school is a very special place, having been the beating heart of our community for over 120 years, we respect the lessons of the past whilst looking to the difference we can make in the future. Preparing our pupils for life in an ever-changing world, developing curious, well-rounded individuals who are determined to succeed.



Staff Support

We believe that the best staff are staff that feel happy and supported. In a recent survey, 100% of our 70 staff said that felt support by school and leaders, and enjoyed their job. We offer a robust benefits and wellbeing package and put workload reduction and staff wellbeing at the forefront of our work.

Our Community

Bricks and mortar do not make a school, people do. We can achieve great things when we work together, and our community is at the heart of what we do. We are a hub of support for our families, and provide a safe and loving environment for our children to shine.



Our Area

Churchfield is situated right in the heart of Cudworth, and we have a passionate community that surrounds and supports us. Just over 30% of our children qualify for free school meals; however, we work with a range of parents to offer support wherever we can.

OFSTED

We were last visited by OFSTED in June 2024, and were rated 'Good' with 'Outstanding' Personal Development. However, we strongly believe that OFSTED is part of a journey and not an end goal – the end goal is every one of children succeeding!



What our staff & children say

We believe the best people to ask what it's like to work & learn at Churchfield are our staff & children!



Our Children Say...

Coming to Churchfield makes me feel like I'm travelling through an adventure book in all the lessons. It's like a journey and everything is really fun.

It's a really welcoming environment, and all the adults make sure my wellbeing is ok. I love coming to school here and doing all the extra things like sports and shows.

School makes me really happy!

Our Staff Say...

Working at Churchfield Primary School feels like being part of a huge family. All the staff work collaboratively to create a supportive, nurturing environment for our children, families and the community around us. Everyone is committed to going above and beyond, whether it's helping a colleague or ensuring every child's needs are met. The team is welcoming, friendly, and always ready to lend a hand, making it a truly special place to work.



Our Staff Say....

Churchfield is a really special place. It's a place where you come to work, but find your place and really belong somewhere, as well as making a huge difference whatever your role is. We're a really close-knit team, and everyone works hard to support each other. Nothing is impossible here with the right people by our side!

Our Pupils

Waterton Academy Trust serves communities with some of the highest levels of deprivation in the region, and in the country. In response, we place children's well-being, voice, and enrichment at the very heart of our work. We believe that every pupil, regardless of background, should feel the full benefit of belonging to a trust that puts their experience of school first.

Pupil voice is not just encouraged - it's embedded in our decision-making. Our elected Children's Parliament meets regularly with the CEO and Headteachers, sharing their views and shaping priorities for improvement. Their efforts were recognised nationally, receiving a letter of commendation from former Prime Minister Theresa May.

Beyond the classroom, we create rich and joyful experiences that promote creativity, confidence, and healthy living. Our roaming art gallery, Waterton's Got Talent, and Waterton Young Chef of the Year celebrate the diverse talents of our pupils, while our annual MATlympics and extensive sports offer promote inclusion, teamwork, and well-being.

These experiences are not just events; they are integral to our mission—ensuring that every child in a Waterton school is heard, celebrated, and empowered to thrive.

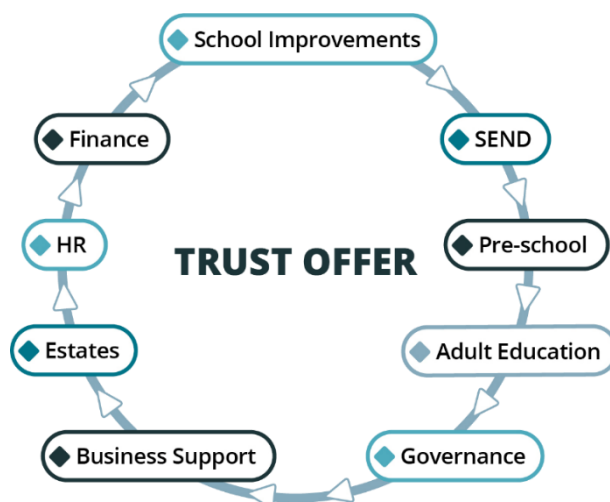


Trust Offer

At Waterton Academy Trust, we are proud to provide a consistent, high-quality offer that enables every school - regardless of size, Ofsted rating, or context - to thrive. Our Trust Offer ensures that all academies benefit from the same comprehensive package of educational and operational support, tailored to meet individual school needs while remaining accessible to all.

This offer is underpinned by our belief that school leaders should be able to focus their time and energy on what matters most: delivering excellent teaching and learning. By reducing operational burdens and providing high-quality, evidence-informed school improvement support, we create the conditions in which pupils and staff can flourish.

Our investment in a strong and expert central team means that every school can draw upon specialist support in areas such as safeguarding, governance, curriculum, finance, HR, IT, estates, marketing, and data protection. This support is complemented by access to legal advice and professional development, including high-impact CPD, leadership development, and coaching.



The Trust Offer is more than a service package - it's a reflection of our values. It supports excellence, equity, and collaboration across all Waterton schools, enabling leaders to deliver the very best for their pupils, every day.

To read about impact in 2025, please read our annual report to stakeholders on the Trust website.

<https://www.watertonacademytrust.org/academies/trust-performance/>

Job Description – Learning Mentor

Job Title	Learning Mentor
Reporting to	Executive Headteacher / Head of School
Grade	Grade 6

Main Purpose	Working under guidance: provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.
Key Responsibilities	• Provide pastoral support to pupils • Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable • Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development • Participate in comprehensive assessment of pupils to determine those in need of particular help • Assist the teacher with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans • Support provision for pupils with special needs • Establish productive working relationships with pupils, acting as a role model • Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils • Promote the speedy/effective transfer of pupils across • Phases/integration of those who have been absent • Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance • Challenge and motivate pupils, promote and reinforce self-esteem • Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc. <u>SUPPORT FOR TEACHERS</u> • Liaise with feeder schools and other relevant bodies to gather pupil information • Support pupils' access to learning using appropriate strategies, resources etc. • Work with other staff in planning, evaluating and adjusting learning activities as appropriate • Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording • Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence • Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested

	• Assist in the development and implementation of appropriate behaviour management strategies • Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links • Assist in the development, implementation and monitoring of systems relating to attendance and integration • Clerical/admin support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc., making phone calls etc. <u>SUPPORT FOR THE CURRICULUM</u> • Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs • Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning • Determine the need for, prepare and use specialist equipment, plans and resources to support pupils <u>SUPPORT FOR THE SCHOOL</u> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils • Attend and participate in regular meetings • Participate in training and other learning activities as required • Recognise own strengths and areas of expertise and use these to advise and support others • Assist in the supervision, training and development of staff • Implement planned supervision of pupils out of school hours Supervise pupils on visits, trips and out of school activities as required
Customers and Clients	Provide pastoral support to pupils and participate in the assessment of their needs.
Expectations of All Employees	• Represent and promote Waterton Academy Trust values internally and externally • Ensure that all stakeholders receive an excellent customer service experience in all dealings with you and with Waterton Academy Trust • Deliver your day-to-day duties consistently with the agreed service level • Actively promote and act, at all times, in accordance with Trust policies, e.g. Code of Conduct, Health and Safety, Equal Opportunities and Safeguarding • Make a commitment and contribution to the overall ethos and values of the trust, upholding these in all activities connected with the role • Undertake other duties commensurate with the job level

	Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
Additional Information	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
Working Conditions	The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking. The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour. The post involves contact with people which through their circumstances or behaviour regularly places emotional demands on post holder
Responsibilities for Resources	Employees (Supervision): Assist in the supervision, training and development of staff Financial: None Physical: Effective use of learning materials and resources.
Characteristics of the Post	Employees are encouraged to participate in training activities in order to enhance their own personal development. The employment checks are required: - Evidence of entitlement to work in the U.K. - Evidence of essential qualifications – see job specification - Two satisfactory references - Confirmation of medical fitness for employment - Registration with appropriate bodies (where applicable) The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults: Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.

Person Specification – Learning Mentor

AF: Application Form

OT: Occupational Task

CQ: Certificates/Qualifications

I: Presentation

I: Interview

R: Reference

Qualifications	Essential	Desirable	Assessed
NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience or	X		AF
Supporting Teaching and Learning in Schools Level 3	X		AF
Experience	Essential	Desirable	Assessed
Experience working with children of relevant age	X		AF,I
Experience of working with pupils with additional needs	X		AF,I
Skills	Essential	Desirable	Assessed
Accurate record keeping	X		AF,I
Knowledge and Understanding	Essential	Desirable	Assessed
Good Numeracy/ Literacy Skills	X		AF,I
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	X		AF,I
Working knowledge of national curriculum and other relevant learning programmes	X		AF,I
Understanding of principles of child development and learning processes and in particular, barriers to learning	X		AF,I
Full understanding of the range of support services/providers	X		AF,I
Appropriate knowledge of First Aid	X		AF,I
Personal Attributes	Essential	Desirable	Assessed
Ability to plan effective actions for pupils at risk of underachieving	X		I
Ability to self-evaluate learning needs and actively seek learning opportunities	X		I
Ability to relate well to children and adults	X		I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	X		I
Suitability to work with children and young people	Essential	Desirable	Assessed
Satisfactory DBS disclosure and standard Trust pre-secondment checks	X		AF, R, I
Ability to work in a way that promotes the safety and well-being of learners	X		AF, R, I

Next Steps

For further information about the opportunity please contact the school office on 01924 967605 or ChurchfieldOffice@watertonacademytrust.org

To Apply

Please submit applications via My New Term.

Selection Timeline

Closing Date: Wednesday 30th September 2026 - midday

Shortlisting: Friday 2nd October 2026

Interviews: Week commencing Monday 5th October 2026

Start Date: ASAP

Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. An enhanced DBS check is required for the successful candidate, this process is completed by an online third party company. The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of interview. We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request. Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.