



# **THE RADCLIFFE SCHOOL**

## **INSPIRE AND ACHIEVE**

### **Learning Mentor**

**£23,175.47 (actual salary)**

**(based on working 37 hours per week, 39 weeks per annum)**

Candidate Information



**Learning Mentor**  
**£23,175.47 (actual salary)**  
**(based on working 37 hours per week, 39 weeks per annum)**

We require a Learning Mentor to join our busy and vibrant school from September 2026 and to make a real difference to the lives of young people.

The ideal person will have a vocation for working with young people, helping them to access opportunities and achieve their potential. Ideally you will have at least two years' experience of working with young people.

In this role, you will build strong, trusting relationships with students aged 11–16, helping them overcome barriers to learning, develop confidence and resilience, and stay engaged in school life. You'll provide one-to-one mentoring, run small-group sessions, and work closely with colleagues to ensure every student has the support they need to succeed.

To find out more, please go to [www.radcliffeschool.org.uk](http://www.radcliffeschool.org.uk) to download information about the post and an application form, or contact Jo Moloney, HR Manager, on 01908 682 289. The deadline for applications is **9am on Friday 26 June 2026**.

Ofsted inspected our school in March 2025 and found that behaviour and attitudes, personal development, leadership and management and Sixth Form provision are all Good. The inspectors found that the school has high expectations of students' behaviour and their attitudes to learning, all staff and governors share strong priorities, and the school is taking the right action to raise standards of achievement across the school. The inspection identified that students are proud of our school and its diversity, feel safe and supported, and have a strong sense of community.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure and is exempt from the Rehabilitation of Offenders Act (ROA) 1974. We are an equal opportunities employer.



## **Job Purpose**

To build strong, trusting relationships with students aged 11–16, helping them overcome barriers to learning, develop confidence and resilience, and stay engaged in school life. This will include providing one-to-one mentoring, running small-group sessions, and working closely with colleagues to ensure every student has the support they need to succeed.

## **Main responsibilities**

- Listen, understand, empathise and support students and parents, helping them to overcome their barriers to school.
- Establish productive working relationships with students, acting as a role model and setting high expectations. This should include developing appropriate mentoring relationships to engage students, alongside supporting the identification of individual barriers to learning.
- Communicate effectively with appropriate colleagues regarding progress with students and parents.
- Provide support and interventions to individual students or small groups.
- Provide targeted support to specific students in lessons.
- Create and deliver innovative & effective intervention programmes.
- Be responsible for effective administration duties where necessary.
- Work alongside House Teams to develop and implement tailored support strategies for students, liaising with appropriate staff to monitor the success of the plans and make reasonable adjustments to them as and when required.
- Undertake home visits with other staff.
- Ensure that students see the benefits of good attendance and raise their aspirations, supporting them to work towards their future goals.
- Support students consistently whilst recognising and responding to their individual needs.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote the inclusion and acceptance of all students within the school and wider school community.
- Support with the feedback provided to students and parents in relation to progress and achievement.
- Challenge signs of disengagement and contribute to specific interventions to encourage re-engagement both with the student and their family.
- Work within the school's established safeguarding (and other) policies.

## **Support for the school**

- 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 students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Establish constructive relationships and communicate with other agencies and professionals, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities (including first aid training) 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.
- Undertake planned supervision of students out of school hours.
- Supervise students on visits, trips and out of school activities as required.



## Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety, equal opportunities, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Create and maintain an up to date Job Handbook.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and development opportunities.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Establish constructive relationships and communication with staff, parents, students and external agencies.
- Attend and participate in regular meetings, including team briefings.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Promote and ensure the health and safety of students, staff and visitors at all times.
- Work flexibly when required.



## PERSON SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
<p>The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure and is exempt from the Rehabilitation of Offenders Act (ROA) 1974. We are an equal opportunities employer.</p>		
<p><b>Qualification / Training / Competences</b></p>	<ul style="list-style-type: none"> <li>- Willingness to work flexibly when required.</li> <li>- Excellent numeracy and literacy skills / GCSE (or equivalent in Maths and English).</li> <li>- Willingness to undertake induction training.</li> <li>- Full driving licence and access to own transport to carry out home visits when required.</li> </ul>	<ul style="list-style-type: none"> <li>- Evidence of school/education-related qualification or training.</li> <li>- Qualification in first aid at work, health and safety, fire prevention, IT user certificate (ie ECDL).</li> <li>- NVQ Levels 2,3 and 4 in Children’s Care, Learning &amp; Development or Health &amp; Social Care, BTEC National Certificate or Diploma in Children’s Care, Learning &amp; Development or CACHE Certificate or Diploma in Childcare &amp; Education.</li> <li>- Early Help training.</li> <li>- Training in facilitating parenting groups.</li> </ul>
<p><b>Relevant Experience</b></p>	<ul style="list-style-type: none"> <li>- Two years’ experience working with young people.</li> <li>- Experience of working with or caring for children or young people.</li> <li>- High standard of effective and sensitive communication with adults and children, both verbal and written, including appropriate record keeping.</li> <li>- Good team working skills and the ability to work independently.</li> <li>- Ability to facilitate discussion and lead small group sessions.</li> <li>- Proven ability to put in place professional boundaries.</li> <li>- Proven ability to build good working relationships.</li> </ul>	<ul style="list-style-type: none"> <li>- Experience as a Learning Mentor (or similar), preferably in a secondary school.</li> <li>- Experience of working within a school</li> <li>- An understanding of ‘Keeping Children Safe in Education’.</li> <li>- Experience using information recording systems such as CPOMS, SIMs.</li> </ul>
<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>- Use of IT and related equipment.</li> <li>- Appropriate knowledge of first aid or willingness to attend course.</li> <li>- Ability to engage young people in education.</li> <li>- Focus students through aspiration-based goals</li> <li>- Motivate students to re-engage in learning</li> </ul>	



<b>Skills</b>	<ul style="list-style-type: none"> <li>- Willingness to develop knowledge of how to use specialist equipment / resources.</li> <li>- Ability to relate well to children and adults.</li> <li>- Work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these.</li> <li>- Strong inter-personal skills.</li> <li>- Ability to identify own training &amp; development needs &amp; cooperate with the Line Manager to address these.</li> <li>- Team player.</li> </ul>
<b>Special Circumstances</b>	<ul style="list-style-type: none"> <li>- Occasional attendance at meetings outside normal hours.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>- Excellent interpersonal skills - ability to communicate well with students, parents and staff.</li> <li>- Ability to inspire, challenge and motivate staff and students.</li> <li>- Ability to ask for advice and support where necessary.</li> <li>- Self motivating with a positive outlook.</li> <li>- Ability to work to deadlines and under pressure.</li> <li>- Empathy, patience, diplomacy, good listening skills, flexibility and ability to stay calm under pressure,</li> <li>- Commitment and enthusiasm.</li> <li>- Dependability and sound organisational skills.</li> <li>- Understanding of own strengths and areas for development.</li> <li>- Strong time management and organisational skills.</li> <li>- Administrative efficiency.</li> <li>- Ability to deal calmly with different situations as they arise.</li> <li>- An open and non-judgemental approach</li> <li>- Willingness to learn new skills</li> <li>- A good sense of humour.</li> </ul>

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.



## HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, HR Manager on 01908 682 289 or [jo.moloney@radcliffeschool.org.uk](mailto:jo.moloney@radcliffeschool.org.uk).

### Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Applications can be made via My New Term ([www.mynewterm.com](http://www.mynewterm.com)). Note that CVs will not be accepted.

### Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form.

Please submit your application prior to the closing date.

### Disclosure and Barring

The Radcliffe School is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and check to establish that a person is not barred from 'regulated activity' as defined by the Safeguarding Vulnerable Groups Act 2006.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013 and 2020) means that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution is disclosable can be found on the Ministry of Justice website.

Any data processed as part of the DBS check will be processed in accordance with data protection legislation and the privacy statement for The Radcliffe School. A copy of the Child Protection and Safeguarding policy for The Radcliffe School is available on our website.

Please be aware that if you are applying for a role that involves engaging in a regulated activity relevant to children, that it is a criminal offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

### Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted via My New Term. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

### Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

### References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).



**Disabled applicants**

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

