



ALDER TREE PRIMARY
BELIEVE - BELONG - BECOME

Join Our Team

Role

Safeguarding Learning Mentor

£25,824 to £27,576

Alder Tree Academy





Principal's Welcome

We are delighted that you are considering joining Alder Tree Primary Academy.

At Alder Tree, we believe there should be no limits to what children can achieve. We hold high expectations for every pupil and staff member, knowing that ambition, consistency, and care transform life chances.

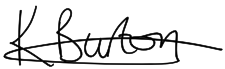
We are a warm, values-led school with purposeful, supportive classrooms focused on strong academic progress. We invest in our staff because when adults thrive, children thrive.

Working here means being part of a team that genuinely supports one another. Relationships matter – between colleagues, families, and the wider community – creating a strong sense of belonging.

I am proud that our disadvantaged pupils' outcomes are nationally recognised among the very best. This reflects the dedication and expertise of our staff and the impact of working collaboratively with a shared purpose.

As part of the White Rose Academies Trust, we benefit from shared expertise and professional networks, helping us sustain excellence and contribute to improvement across the wider system.

If you share our commitment to high expectations, inclusion, and opportunity for all, Alder Tree is a place where your work truly matters.

A handwritten signature in black ink, appearing to read 'K Burton'.

Kate Burton *Principal*
Alder Tree Primary



About Alder Tree Academy

Alder Tree Primary is a welcoming and ambitious school at the heart of the Potternewton community, proud to be part of the White Rose Academies Trust.

Formerly Mill Field Primary, the school joined the Trust in December 2020 and was renamed in September 2021 to reflect a renewed vision for the future.

Since joining the Trust, Alder Tree has undergone significant transformation. Strong leadership, clear expectations, and a focus on improving outcomes have strengthened the school's culture and provision, recognised in November 2023 when Ofsted judged the school Good in all areas.

Our community reflects the diversity of modern Leeds, with almost half of pupils speaking English as an additional language and many cultures represented. We see this diversity as a strength that enriches learning and builds a strong sense of community.

Alder Tree is deeply connected to its local community. Our Community Hub and Food Pantry provide a welcoming space for families to access support, attend coffee mornings, and collect essential items daily.

At Alder Tree Primary, staff are supported to grow, pupils are inspired to achieve, and the community is at the heart of everything we do. We are proud of our progress and excited for the future.



ATP in
Numbers

Believe,
Belong,
Become.

42

ethnicities
contribute to the
rich diversity of our
school community.

39

members of staff
passionate about
helping every
child thrive.

2026

Best Nationally,
as awarded by the
Secretary of State
for Education.

127

pupils with EAL
enrich our school
with their vibrant
mix of cultures.

35

languages spoken
by our culturally
diverse school
community.

Job Description and Person Specification

Post Reference: 2868

Job Title: Safeguarding Learning Mentor

Academy Name: Alder Tree Primary Academy

Grade: C2- Actual Salary £25,824- £27,576

Hours: 37 hours per week, term time only plus 5 days (part time available)

Accountable to: Principal

Job Description

Role:

You will remove barriers to learning by working as part of a team and developing good relationships with students, parents and partner agencies.

You will also provide additional support to raise pupil achievement and understand the needs of students who are or may become disaffected. You will also liaise between home and school and to work with parents and help targeted students whose learning may be at risk due to a variety of circumstances. You will be required to deputise for the Designated Safeguarding Lead in their absence. You also may be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Duties and Responsibilities:

- Assist in identifying those students who would benefit most from a Learning Mentor and, working with others, draw up and implement an action plan for each pupil who needs particular support; continually assessing its effectiveness and appropriateness.
- Develop a range of mentoring relationships with students needing support and aimed at achieving the goals defined in the action plan.
- Maintain regular contact with families/carers to keep them informed of the students' needs and progress, and to secure positive family support and involvement.
- Identify existing and potential barriers to learning and jointly engage strategies to overcome these barriers including the impact on the well-being of individuals or groups.
- Ensure the correct use and care of materials by individual and small groups of students and the safety, mobility (if required) and hygiene and well-being of the students.
- Give consistent support to the students whilst recognising and responding to their individual needs.
- The physio and toileting of students may be necessary.
- Be responsible for individual students and groups of students both within and outside school ensuring their safety and welfare.

- Maintain the confidential nature of information relating to the school, its students and their families.
 - Work closely with the SENCO and key senior colleagues in supporting students with special needs.
 - Work closely with the Attendance Officer and support with home visits as part of a safeguarding aspect.
 - Liaise closely with school staff, external agencies and professionals for additional support and to share best practice.
 - Work as part of the safeguarding team as a Deputy Designated Safeguarding Lead (DSL) maintaining all DSL training.
 - Maintain accurate records and prepare written evaluations and reports in relation to progress as required.
 - Deliver training to colleagues on areas appropriate to the role of Learning Mentor.
 - Oversee and supervise the running of the breakfast club provision.
 - Support "Friends of ATP" in the coordination and running of the ATP Community Pantry weekly sessions
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Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
-

Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers, and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.

- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g., safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the values, standards, and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through the White Rose Academies Trust Performance Management Appraisal Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

Person Specification

It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

You should be able to demonstrate that you meet the following criteria which are all essential:

E = Essential D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

Qualifications

E	GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1	A I R
E	Social work, youth work, counselling, teaching or mentoring qualification and/or experience	A I R

Knowledge and Experience

E	Recent relevant experience of working with children.	A I
E	Experience of multi-agency working and sharing information including the use of electronic systems that support integrated working.	A R
E	Knowledge of the authorities relevant policies and procedures.	A I R
E	Knowledge of relevant legislation.	A I R
E	Knowledge of the development of children and their needs.	A I R
E	Ability to communicate effectively with a range of adults and young children.	A I R
E	Good literacy and numeracy skills	A T I
E	Ability to produce comprehensive action plans and reports.	A T I
E	Knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.	A I R
E	Good all round ICT skills	A I
E	Keen attention to detail	A I
E	Ability to work flexibly and manage conflicting priorities	A I R
E	Ability to solve problems within a framework of existing working practices.	A T I
E	Trained as Designated Safeguarding Lead (or willingness to complete	A
E	A willingness to develop professionally through training	A

Behavioural and Other Characteristics

E	Respectful towards all students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability	A I
E	Committed to raising standards of achievement	I
E	Be resilient, reliable, in good health, and possess a sense of humour	A I
E	Possess personal integrity, warmth and a willingness to grow and learn	I
E	Commitment to the education of the 'whole child,' i.e. social, emotional and citizenship development.	I
E	Ability to form and maintain appropriate relationships and personal boundaries with students	I
E	To promote equality, diversity and inclusion and demonstrate this within the role.	R
E	To be jointly responsible for promoting and safeguarding the welfare of students	A R
E	Enhanced DBS Check	A I
E	A willingness to carry out all duties within the role to the best of your ability	A I
E	Adopting a co-operative approach to the vision of the academy	A I

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Application Process

- 1 Complete Application Form**
Click Apply Now and complete the form via My New Term, including your full employment history.
- 2 Application Reviewed**
Your application will be reviewed against the person specification and role criteria.
- 3 Shortlisting**
The panel confirms shortlisted applicants.
- 4 Interview Invitation**
Shortlisted candidates will receive details of the interview process and day.
- 5 Interviews**
Attend the interview with three original IDs and your listed qualifications, with your completed self-disclosure form.
- 6 Appointment Confirmed**
You'll be contacted after interview. If successful, confirm acceptance for your HR offer.
- 7 Next Steps from HR**
HR will contact you about pre-employment checks and any missing documents or history queries.
- 8 DBS Application**
Complete your DBS application and pre-employment health questionnaire via our 3rd party providers.
- 9 Employment Checks**
HR complete all remaining pre-employment checks including overseas and employment gap history.
- 10 Checks Reviewed**
Once complete, checks are reviewed against our statutory and legal obligations.
- 11 Start Date Agreed**
Your line manager will agree a start date with you. HR will then issue your contract.
- 12 Welcome to the Team!**



My WRAT Journey



2021
Early Career
Teacher

2023
Teacher

2024
Staff Governor

"Alder Tree is a genuinely special place to work. Warmth, professionalism, and a commitment to children's learning sit naturally side by side. Coaching is supportive and focused on growth, creating positive energy across the school. It's a community that inspires both staff and pupils, where everyone feels valued, supported, and motivated to do their best."

Aisling Shortt *KS2 Teacher*

Staff Benefits



Flexible Working

We offer flexible arrangements including term-time only, part-time, and job share opportunities.



Employee CycleScheme

Purchase a bike and accessories through our salary sacrifice scheme for a healthier, greener commute.



Annual Leave Entitlement

On top of 25 days annual leave, plus bank holidays. Support staff receive an extra 5 days after 5 years' service.



Supporting Staff Discounts

We support all education staff in accessing Discounts for Teachers, Teacher Perks and Blue Light Card.



Pay Awards

Benefit from nationally agreed terms, including STPCD or NJC Green Book, as well as the Real Living Wage.



Eye Test Vouchers

Free eye tests and up to £69 towards glasses are provided for Display Screen Equipment (DSE) users.



Employee Pension Scheme

Staff are automatically enrolled in either the Teachers' Pension Scheme or LGPS.



Free Flu Jabs

To keep our staff safe and protected we offer free flu jab vouchers to all employees across the trust.



Real Living Wage

The trust is proud to confirm that we pay all staff in line with the real living wage £13.45ph.



Car Parking

We ensure all colleagues benefit from free on-site parking at all four of our academy sites.



Employee TechScheme

Salary sacrifice is available to purchase the latest tech after probation.



Family Friendly Policies

We support work/life balance with family-focused policies, including emergency and special leave.



Staff Wellbeing



Employee Assistance Programme

All staff and families can access Health Assured's confidential wellbeing support service with app access.



Mental Health First Aiders

Whether you just need someone to talk to, or you're facing emotional challenges, our MHFAs are on hand.



Headspace

Free access to Headspace to support mental health with meditation and mindfulness tools.



Dedicated Wellbeing Reps

Reps are here to listen to colleague feedback and organise wellbeing initiatives tailored to each academy.



Little Treats for Our Team

From end-of-month treats to occasional coffee van visits, we show appreciation for our fantastic staff.



Colleague Recognition Schemes

We have a variety of schemes that allows our staff to be recognised and thanked for their hard work.



Time to Celebrate

Our staff enjoy a day off on their birthday as well as early finishes at Christmas and summer.



Plan and Collaborate

Staff have PPA time in year groups to support workloads. As well as coaching and collaboration.





My WRAT Journey



2011
Early Career
Teacher

2012
Teacher

2022
Teacher &
PE Lead

"It is incredibly rewarding to work with colleagues who are passionate about helping children thrive. The support and development opportunities I have received have helped me grow professionally and personally. I enjoy seeing the positive impact of our teamwork in creating a nurturing environment where every child can succeed."

Rory Thompson *Teacher*

What Our People Say...

"I love being part of Alder Tree Primary for its exceptional people and culture of support. From my early days as an ECT to taking on leadership, I've been guided, encouraged, and supported. The teamwork, approachable SLT, and nurturing environment make every day purposeful and inspiring."

Emma Lewis *Teacher*



"I like this school because everyone is welcoming and the staff always help children to improve. We have lots of fun trips, festivals and clubs, and there is always someone to talk to if you need help. My brother came to Alder Tree before me and always came home happy and excited about school."

Sophia *Year 2 Pupil*

"Alder Tree Primary is a special place to work, with an exceptionally supportive staff and SLT. As an HLTA, I enjoy working across all year groups, building relationships with pupils. The school's CPD, positive environment, and focus on inspiring children make every day rewarding and purposeful."

Jenni Chuah *High Level Teaching Assistant*



Proud to be Part of the White Rose's Academies Trust



Alder Tree Academy Primary

Alder Tree Primary is a unique two form intake inner-city school in Leeds. We help every child reach their potential through engaging lessons and strong pastoral support and are proud to be nationally recognised for supporting disadvantaged pupils.

Ofsted "The school values epitomise the school's determination that every pupil will reach their full potential."

Our core values are: **Believe, Belong, Become**



Leeds City Academy Secondary

A vibrant inner-city school in Woodhouse with over 1,000 students from diverse backgrounds. A recent £8.5 million investment has enhanced facilities, supporting growth and improvement, while students and staff work proudly together to achieve even more.

Ofsted "Pupils thrive at this happy and inclusive school"

Vision Statement: **Working In Partnership**

Our core values are: **Aspirational, Caring, Professional, Respectful, Resilient and Tolerant**



Leeds East Academy Secondary

Leeds East Academy is a vibrant, diverse school in Seacroft, housed in a £14 million building. With the ambition of 'Every Child Can', we support students to excel academically and personally, while fostering high standards and strong support for all staff.

Ofsted "The school nurtures pupils so they have the self-belief and resilience to succeed"

Vision Statement: **Every Child Can**

Our core values are: **Resilience, Integrity, Trust, Ambition**



Leeds West Academy Secondary

Known for its welcoming atmosphere and Performing Arts specialism, Leeds West Academy unites and inspires our community through education and opportunity. With a broad, ambitious curriculum and strong pastoral support, every student can reach their full potential, while staff are supported to thrive in a nurturing, high-standard environment.

Ofsted "A happy and inclusive school"

Vision Statement: **Evolving Excellence**

Our core values are: **Care, Commitment, Community**







ALDER TREE PRIMARY

BELIEVE - BELONG - BECOME

