



**COCKBURN**  
**MULTI-ACADEMY TRUST**  
TRANSFORMATION TO EXCELLENCE



# We're Hiring

## Recruitment Booklet

### Learning Mentor – English

**COCKBURN SCHOOL**

Specialist status in the Performing Arts



Learning for Life

**COCKBURN**  
**JOHN CHARLES ACADEMY**



Learning for Life

**COCKBURN**  
**LAURENCE CALVERT ACADEMY**



Learning for Life



**COCKBURN**  
**INGRAM ROAD ACADEMY**



Learning for Life

**FOOTSTEPS**  
to success



**MIDDLETON**  
**PRIMARY SCHOOL**



**COCKBURN**  
**REACH ACADEMY**



Learning for Life

 **MINDFUL  
EMPLOYER**



**0113 271 9962**



**recruitment@cockburnmat.org**



**www.cockburnmat.org**

# Job Description - Learning Mentor in English

<b>Post:</b>	<b>Learning Mentor in English</b>
<b>Required</b>	<b>September 2026</b>
<b>Pay scale and salary:</b>	<b>B3, SCP 7-11</b>
<b>Contract Type:</b>	<b>Fixed term until 31/08/2027</b>
<b>Hours of work:</b>	<b>37 hours per week, term time only plus 5 additional training days</b>

**Accountable to: Subject Leader of English**

## **Main Duties:**

- Support the aims, ethos and mission of the Trust
- Support the department in ensuring that all learners receive a curriculum appropriate to their individual needs so that they fulfil their potential at the end of each key stage
- Mentor an identified cohort of learners who are at risk of underachieving in English for whatever reason and monitor and evaluate their progress, offering them encouragement and advice as well as care, support and guidance in all aspects of their school life
- Be involved in form time mentoring
- Keep records of student progress, set targets and prepare appropriate materials to ensure that those who have been absent are able to catch up with the work and provide work for long-term absentees
- Support identified learners in the classroom
- Work with small withdrawal groups to deliver a special programme; to address a specific need; to help them catch up; or to provide a safer learning environment
- Provide extra-curricular opportunities to enhance learning
- Do a duty before, after and during the school day
- Support the organisation of and attend subject surgeries and contribute to the discussions about individual student's progress, attend trips and residential as directed
- Carry out administrative tasks where required
- Attend meetings and CPD as required
- Cover lessons for absent English Teachers
- Undertake other duties as directed by the Head of School and/or Executive Headteacher.

## **Any other duties and responsibilities**

- All the above duties and responsibilities to be carried out in accordance with Cockburn Multi-Academy Trust Policies, Academies Financial Handbook and

current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities including preventing sexual harassment, Data Protection and Health and Safety

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
- Be aware of and support differences ensuring fairness and equal opportunities for all
- Contribute to the overall vision and values of the Trust
- Enable and support the role of other professionals
- Work collaboratively and effectively as part of a team
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and professional development as required
- Flexible and to work at different sites as required

**The duties and responsibilities highlighted in the job description 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.**

# Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<b><u>QUALIFICATIONS</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Either: NVQ level 3 for Teaching Assistants or Equivalent qualification or degree or Relevant experience working in a similar role	*		A/Q
5 GCSE's A* - C/9-4 including English and Mathematics	*		A/Q
<b><u>KNOWLEDGE/SKILLS</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>
Excellent numeracy/literacy skills	*		A/Q/R/S
Ability to engage children and young people (CYP) to develop a love of learning	*		A/R/S
Work constructively as part of a team	*		A/R/S
Ability to accurately identify, monitor, record and reports on student progress	*		A/R/S
Knowledge and skills to safeguard the welfare of CYP and uphold your professional responsibility	*		A/Q/R/S
Working knowledge of national curriculum and other relevant learning programmes/strategies	*		A/R/S
Effective use of ICT/technology to support learning	*		A/R/S
Understanding of needs of SEND and SEMH students & ability to adapt support to meet these needs	*		A/R/S
Understanding of classroom roles and responsibilities and your own position within these	*		A/R/S
Ability to self-evaluate learning needs and actively seek learning opportunities	*		A/R
<b><u>EXPERIENCE</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>MOA</u></b>

Experience of working with children of relevant age	*		A/R/S
Experience of supporting children and young people within a classroom environment		*	A/R/S
Experience of working with individuals with Special Educational Needs & Disabilities and/or Social, Emotional, Mental Health Needs		*	A/R/S
<b>PERSONAL QUALITIES</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
A passion for education and making a difference	*		R/S
Excellent and confident communicator	*		R/S
Effective team member	*		R/S
Energy, enthusiasm and a sense of humour	*		A/R/S
Ability to motivate self and others	*		A/R/S
Willingness to contribute to the wider life of the Academy and Trust	*		A/R/S
Emotional resilience - recognising that working in Education can be a demanding job and approach the challenge positively	*		A/R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		R/S
<b>Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.</b>			
<b>This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.</b>			
<b>Cockburn MAT is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.</b>			
	A =	Application Form	

METHOD OF ASSESSMENT (MOA)	Q =	Qualification
	R =	References
	S =	Selection Process

# COCKBURN

## CAREER PATHWAYS

### What job roles am I interested in?

#### Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

#### Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

#### Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

#### Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

#### Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

#### Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

### What career path should I take?

#### Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

#### What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

#### What qualifications do I need to reach my goal?

GCSES, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

#### How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

#### Smart clinic resources

Self-care and personal development

#### Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

#### National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

#### Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

### Our values and ethos

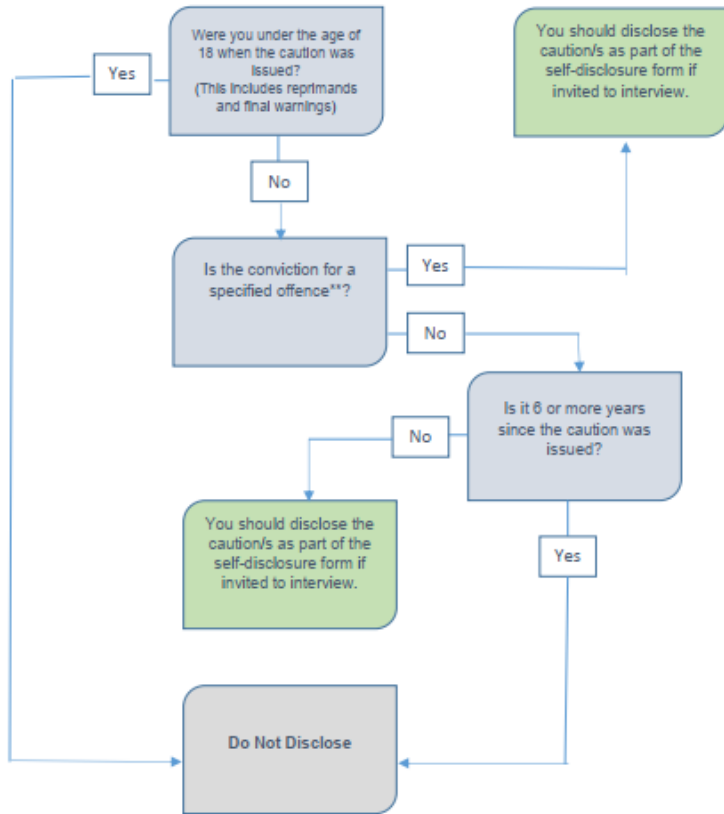
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

## SUPPORT STAFF



**COCKBURN**  
MULTI-ACADEMY TRUST  
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**Disclosure of a Caution**  
( this includes reprimands and final warnings)



\*\*<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

**Disclosure of a Conviction**  
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

\*[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf)

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