



# Outreach Mentor



Dear Applicant,

Thank you for your interest in the position of Outreach Mentor at Burscough Priory Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West. In our family of schools at this point in our growth, we have four secondary schools and six primary schools formally in the Trust.

Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are committed to growing our Trust further and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DLC', with a long horizontal flourish extending to the right.

David Clayton  
Chief Executive

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformation**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



**LINAKER PRIMARY SCHOOL**



**CHURCHTOWN PRIMARY SCHOOL**



**TARLETON ACADEMY**



**NORTHBROOK PRIMARY ACADEMY**



**WOODLEA JUNIOR SCHOOL**



**ENDEAVOUR  
LEARNING TRUST**



**ORMSKIRK SCHOOL**



**BURSCOUGH PRIORY ACADEMY**



**WELLFIELD ACADEMY**



**STRIKE LANE PRIMARY SCHOOL**



**BRINDLE GREGSON LANE PRIMARY**

# Our Employee Offer



Health & Wellbeing services that offer private Counselling, Physiotherapy, GP services & more.



Free membership with Vivup, offering Employee Benefits, Lifestyle Savings & a Cycle to Work Scheme



Enhanced family leave benefits & pay, to offer you support at life's most important moments



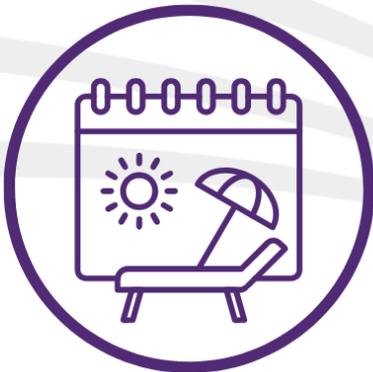
Automatic pay progression for all colleagues in line with their grading structure



An excellent CPD Offer for all colleagues to truly support each stage of your professional development



An excellent Learning Management System & flexibility around your CPD, to allow you to learn at your own pace



Term time only contracts OR 26 days annual leave PLUS bank holidays. rising to 32 days after 5 years service



Honouring continuous service with other local authorities & Multi Academy Trusts



We remain in the Teachers Pension Scheme and Local Government Pension Scheme

Dear Applicant,

Thank you for your interest in the Outreach Mentor vacancy at Burscough Priory Academy.

We are a small and thriving community school, a proud member the Endeavour Learning Trust. Ours is a small but steadily growing, well-established, highly respected Trust in the North West.

Our school is driven by what we believe, our vision, mission and values. We work to be 'A School with Ambition for All. Everyone Matters, Everyone Succeeds.' From founding, E Pluribus Unum, translated to Out of Many, One, is the school's motto and mission; we work as one. We genuinely believe that collaboration has a positive, multiplying effect. Our values, Kindness, Respect and Ambition, underpin and drive the work we do - they are wholly visible, lived and celebrated. They allow us enjoy our community, celebrate the individual and enrich our experience. Ambition challenges us all, students and staff, to be better than yesterday and better again tomorrow. When you visit us, you will see and feel our values in action.

Our school is an oasis of calm and one where students feel safe. This is by design and not chance, planned upon the solid foundation of simple, high expectations, clear standards and well-rehearsed routines. This means that here, teachers can teach and students learn, and we do so together. The subject and personal development curriculum is ambitious, teaching challenges thinking and support for our students underpins everything we do. In November 2022, this was recognised by Ofsted and we were judged a 'Good' school.

The relationships that are fostered in school between the children and staff are exceptional. We are very aware of our responsibility as a school at the heart of our Burscough community and we know that excellent relationships with our parents, staff and within the wider community are crucial to the success of the children.

Our family ethos is tangible; we work as a team and we want the best for everyone. This means as individuals, together, in our classrooms, staffrooms, schools and right across our Trust. We are staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to the work - home balance is real, everything is examined through the workload lens, carefully balanced to meet the needs of our young people.

We hope the information in this pack give you a flavour of who we are and what we do. If you have any queries or would like to visit us, please get in touch.

We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'LC MacLaren', written in a cursive style.

Lucy MacLaren  
Headteacher

## **Outreach Mentor**

**Full time, Permanent & Term time plus two weeks**

**Grade 7 SCP 19-25**

**FTE £32,061 - £36,363**

**Pro Rata £28,535.97 - £32,364.98**

Could you be the person that makes the difference for our children?

We are looking for an exceptional colleague to join us and add value to our team – this is the role that is all about working to meet our 'Ambition for All' vision. We are looking for a person that works in a way that makes a child and their family feel safe, supported and able to be their very best version.

The scope of this role is beyond school door and gates, it is a role that bridges; our community, our partner provisions but with the child at the centre.

At its heart, this role is about relationships, trust and educational impact. Are you that person?

Why you?

- Do you work to understand the lived experience of children and families in order to break barriers.
- Can you advocate for children and their families?
- Will you work to improve the attendance and educational experience for vulnerable students?

If you are passionate about making a difference and believe every child deserves the very best, we would love to hear from you!

### **ROLE DETAILS**

This role is full time (37 hrs), permanent and term time only plus two weeks.

Working hours are 8:15am-4:15pm Monday to Thursday and Fridays 8:15am-3:45pm.

### **HOW TO APPLY**

To apply, please complete our online application form in full, along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

If you require any further information, please contact our Operations Lead, Alexa at

[a.oldfield@burscoughpriorityacademy.org](mailto:a.oldfield@burscoughpriorityacademy.org)

### **SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

## OUTREACH MENTOR JOB DESCRIPTION



### **Job Role:**

- Understand the lived experience of children and families to break barriers.
- Advocate for children and families.
- Improve the attendance and educational experience for students.
- Support students and families by bridging home, school and wider agencies.
- Develop and implement personalised support plans accordingly.
- Providing targeted support and intervention and coordinating reintegration plans.
- Liaising with external agencies to remove barriers to learning.
- Link with alternative providers to ensure student progress is maximised and intervention is early.
- Support students to successfully navigate transition points.
- Ensure compliance with the requirements for alternative provision to keep children safe.

### ***Specifically, this will include:***

#### **Student Support & Reintegration**

- Develop and implement personalised plans for students returning from prolonged absence, exclusion, medical needs or alternative provision.
- Work with colleagues to support and complete Section 19 applications to support reintegration.
- Provide mentoring, check-ins, and structured support to help students re-engage with learning and school routines.
- As required support children in school to return to routine, this may mean short periods of in class or other support.
- Monitor progress and adjust support plans to improve attendance, behaviour, and academic outcomes.

#### **Attendance Monitoring & Intervention**

- Track attendance and punctuality data and identify patterns or concerns.
- Carry out early intervention strategies for at-risk students, including meetings with students and families.
- Support attendance panels and contribute to attendance improvement strategies.
- Work in line with statutory attendance guidance and school policies.

#### **Family & Multi-Agency Working**

- Build positive relationships with parents/carers to support attendance and engagement. This includes community-based work.
- Act as a key point of contact between school and external agencies such as:
  - Local Authority Attendance Team
  - Children's Social Care
  - CAMHS and mental health services

- Attend and contribute to multi-agency meetings, reviews, and case conferences.

### **Reporting & Evaluation**

- Maintain detailed records of interventions, referrals, and student progress.
- Produce reports for senior leaders on attendance trends, casework, and impact of interventions.
- Contribute to whole-school strategies to improve attendance, inclusion, and outcomes.
- Attend and contribute to multi-agency meetings, reviews, and case conferences.

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## PERSON SPECIFICATION

	<b>KEY CRITERIA</b>	<b>Essential (E) or Desirable (D)</b>
<b>QUALIFICATIONS</b>	NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E
	Safeguarding Training (training will be provided)	D
	First aid and Mental Health First Aid (training may be provided)	D
<b>EXPERIENCE AND KNOWLEDGE</b>	Experience of working with or caring for children of relevant age	E
	Experience of working in a relevant classroom/service environment	D
	Experience of working with students with medical needs	D
	Experience of planning and undertaking direct work with children and young people, both individually and in small groups to promote emotional wellbeing, resilience and positive behaviour	E
	Experience of administrative work	D
	Experience of working within a school and/or community-based environment	D
	Experience of supporting pupils with challenging behaviour or who struggle to engage	D
<b>SKILLS AND ATTRIBUTES</b>	Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E
	Ability to relate well to young people	E
	Ability to form effective and appropriate working relationships/boundaries with young people	E
	Capable of working effectively as a member of a team	E
	Excellent oral and written communication skills	E
	Time management skills	E
	Ability to prioritise conflicting demands and manage own workload effectively	E
	Ability to work accurately under pressure and to tight deadlines	E
	Efficient, meticulous and well organised	E
	Knowledge of concept of confidentiality	E
	Standard office practices and procedures	E
	Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E
	Adaptable with a flexible approach to work	E
	Operate a computer and other standard office equipment	E
Maintain effective working relationships with school, staff and students and those encountered in the course of work	E	

	Communicate with the public in a courteous and professional manner in writing, by telephone and in person	E
	Respond rapidly and accurately to situations	E
	Able to use own initiative and work independently with general supervision	E
	Understand and carry out written and oral instructions	E
<b>PROFESSIONAL AND PERSONAL ATTRIBUTES</b>	Be honest and trustworthy	E
	Be respectful and polite	E
	Possess cultural awareness and sensitivity	E
	Ability to deal with confidential matters in a professional manner and to maintain confidentiality	E
	Show initiative	E
	Good communication skills	E
	Demonstrate sound work ethics	E
	A commitment to contributing to the wider school, Trust and its community	E
	Ability and willingness to travel between sites, as required	E
<b>OTHER</b>	Clearance through the Disclosure and Barring Service	E
	Compliance and adherence to the documents 'Keeping Children Safe in Education' 'Guidance for Safer Working Practice' & 'Guidance for Conduct'	E

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