

# Candidate Pack

## *Learning Mentor & Lexonik Intervention*

### *Temporary Post*



*At Flegg, we are driven by a clear and ambitious vision: to provide a world-class education built on the values of Kindness, Aspiration, and Respect. We believe every child should be challenged to achieve their best, supported with compassion, and inspired to grow into confident, capable young people who thrive in all areas of their life.*



KINDNESS • ASPIRATION • RESPECT

### **Vacancy: Learning Mentor & Lexonik Intervention**

Flegg High Ormiston Academy is part of the Ormiston Academies Trust. The academy has an excellent profile locally and has won many prestigious awards. We actively promote development of the whole child, as well as ensuring access to a broad and balanced curriculum and excellent extra-curricular opportunities. Quite simply, we believe that every member of Flegg High Ormiston Academy has the right to be happy, safe and successful.

The academy is looking to appoint a passionate individual who is committed to supporting identified students to access the academic curriculum in the most effective way. The Successful candidate will be responsible for the planning and delivery of targeted Lexonik interventions, promoting the inclusion of all students.

The successful candidate must be willing to contribute to the raising of attainment of individuals and groups who are experiencing barriers to learning and require assistance in the transition to the next stage in their education.

#### **You will need to be:**

- Fast thinking and a good communicator
- Flexible team player
- Firm, fair and consistent
- Able to use your initiative
- Able to meet deadlines

#### **What we will offer:**

- A high quality, range of continual professional development opportunities both within and outside of the trust
- A dedicated and supportive department
- Motivated students, keen to learn

**Salary:** Grade 4 Point 11 - 14 (£22570.81 ACTUAL per annum)

**Hours:** Temporary position until 31<sup>st</sup> August 2026

Mon-Thurs 8.45am-3.45pm with a 30minute unpaid break each day, 34.5 hours per week, term time plus 1 week.

**Start Date:** ASAP 2026

**Closing Date:**

**Interview Date:**

To find out more or visit the academy please contact Ms Brown on 01493 749214

## Job Description

**Name:**

**Job Title:** Learning Mentor & Lexonik Intervention – Temporary Post

**Grade:** Grade 4 Point 11 - 14

**Responsible to:** Assistant Principal for Curriculum

**Purpose:** To provide intensive curricular support to students by implementing a range of agreed strategies and interventions.

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*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

**General Responsibilities:**

- Supporting identified students to access the academic curriculum in the most effective way, appropriate to their needs and understanding.
- The day to day running of the LRC including supervising sessions, cataloguing resources, managing loans and promoting literacy.
- To plan and deliver targeted Lexonik interventions.
- Promoting inclusion of all students
- To work within and promote an integrated services framework.
- Contributing to the raising of attainment of individual, or groups of students, who have been identified as underachieving, or a likely to underachieve, as a result of experiencing particular barriers to learning, or who are beginning the process of making the transition to the next phase in their education, making use of the following:
  - Working with students both in and out of lessons this maybe 1:1 or involved leading a small group;
  - Written records and other Action Plans developed within the Academy; and Liaison with members of Academy and other professionals who have a knowledge of the students or student, in addition to parents/carers
  - Developing and recording individualised Action Plans for students who have been identified as requiring targeted support, taking into account any other plans already developed for mentees, and ensuring that Action Plans are implemented in collaboration with members of staff in the Academy.
  - Developing a supportive relationship with mentees, including, as appropriate, regular one-to-one discussions for the academic support or advise.

- Monitoring and recording mentee's progress, keeping detailed records of progress towards the identified goals and specific outcomes and assisting in the effective and speedy transfer of mentees' student information between phases and, where appropriate, between Academies'.
- Maintaining regular contact with the families/carers of their mentees as appropriate and encouraging positive family involvement in the learning process and supporting mentees and their parents through any transition process and other relevant procedures.
- Developing suitable interventions and recourses under the direction of a subject leader.
- Supporting identified students with applying for their next steps including colleges and apprenticeships.
- Supporting identified students with applying for work experience placements and contacting the placement providers during the work experience week.
- Working within a policy of inclusion by ensuring that all activities, involve mentees and being involved in activities to assist with the learning process including library lessons and running extra-curricular activities within the library.
- This role may be required to work collaboratively across schools and can require planned attendance at other OAT academies.

## CONTEXT

All staff are part of a whole academy team. Each individual is required to support the values and ethos of the academy and academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.**

*The applicant will be required to safeguard and promote  
the welfare of children and young people.*

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.*

Signature \_\_\_\_\_ Date \_\_\_\_\_