

Candidate Information Pack

Pupil Learning Mentor



**Alderman
Knight**
School



If you feel this is a role for you, please do not hesitate in applying. We look forward to reviewing your application soon.

About our School

Alderman Knight School, located in Tewkesbury, Gloucestershire, just off Junction 9 of the M5, is a vibrant and nurturing community where every child is supported to thrive. Whether your experience is in mainstream or specialist education, we believe you'll discover something truly unique here.

What makes us unique?

We have 251 pupils aged from 7 to 19 years, from KS2 to KS5, supported by 100 dedicated staff. Prior to joining us, our pupils attended mainstream settings. Our pupils are neurodiverse and have complex needs. All share a love for learning. In our purpose-built environment, and supported by passionate and dedicated staff, they achieve highly and every day they exceed their own and their families' expectations.

In April 2024, we were delighted that Ofsted described us as an exceptional school. Ofsted highlighted our warm, calm, and productive atmosphere and our high expectations, and recognized these as important factors contributing to our pupils' successes.

A visiting teacher shared, "Being in your school reminded me why I became a teacher. I was deeply moved by the enthusiasm your pupils have for learning."

We follow the National Curriculum, mirroring a mainstream model, while placing strong emphasis on communication, interaction, and personal and social development. Our facilities include two science laboratories, two computing suites, two food technology rooms, and dedicated spaces for art, design technology, and music.

In addition, we have an outdoor learning area 'George's Farm', and all pupils in KS2 and KS3 have 'Outdoor learning' within their curriculum offer. All pupils and students achieve a wide range of accreditations including GCSEs, supporting their transitions to further education, training or employment.

We believe Alderman Knight School is an inspiring place to work. Many of our staff join us from mainstream settings bringing a range of transferable skills and knowledge. Most importantly for us it is that whatever your background, you have a passion for supporting young people with additional needs and you have the necessary experience and personal attributes to be an excellent role model and will help them flourish.

When you join us, you'll become part of a motivated and energetic team who are committed to continuous improvement. Professional development is a high priority, and we offer a wide range of opportunities to help you develop your skills and progress in your career. If you feel you can bring enthusiasm, commitment, and a desire to make a real difference to our community, we would be delighted to receive your application.

To get a visual sense of school life, we encourage you to spend some time reviewing our School Website www.aldermanknight.gloucs.sch.uk



Start date:	ASAP
Salary:	Grade 6 Point 15 to 20 Salary £30,024 - £32,597 pro rata
Hours:	Part time, 35 Hours per week, term time only contract plus 5 INSET days
Contract:	Permanent

We are looking to appoint a dedicated, experienced, confident and effective Pupil Learning Mentor to work with our pastoral team at this successful special school. Applications from staff currently working in mainstream and special schools are very welcome.

The post is hugely important and will provide day-to-day support to pupils who are finding it difficult to access their learning. This may be for a range of reasons and the reasons may well be different on different days! Therefore, the pupil learning mentor need to be flexible in their approach and be confident to work with pupils across KS2 to KS4. The role may include supporting pupils for a short time out of the classroom but equally may require some support in class. The aim is always on enabling our pupils to return and remain in the classroom where they can be fully included and will benefit from the high quality teaching across the curriculum alongside their peers.

The pupil learning mentor will work under the direction of the Pastoral Assistant Headteachers.

Please note, staff need at least 2 years' experience of supporting pupils effectively in a learning environment. However, the school will consider applications from ECTs with a passion for supporting SEND pupils who need additional and different pastoral support.

The job description outlines the main duties and responsibilities of the role, while the person specification details the experience, knowledge, and skills that will help you succeed.

Obviously, a visit to our school and an opportunity to meet our children and staff is the best way to find out more about us and whether this could be the post for you. If you would like a visit to school, please contact hr@aldermanknight.gloucs.sch.uk with your request.

In return for your commitment we can offer you:

- **Commitment to well-being:** The school places great emphasis on the well-being of its staff, recognising individual needs and providing the necessary support for them to succeed in a rewarding environment.
- **Beautiful environment:** The school was designed specifically to meet the needs of our pupils, the building is fully accessible, bright, welcoming, and conducive to a positive learning and working environment for both pupils and staff.
- **Supportive atmosphere:** Staff members are part of a close-knit community that values teamwork and collaboration. The school fosters an inclusive and nurturing atmosphere, encouraging both personal and professional growth.
- **Professional Development:** Alderman Knight is committed to the ongoing development of its staff through continuous professional development (CPD), helping individuals build on their strengths and expand their skill sets.
- **An interesting and varied range of activities – no two days are the same!**
- **Opportunities** to be involved in the wider activities of the school and the local community.

Additional Perks:

- Membership in the Local Government Pension Scheme.
- Health and wellbeing support including access to an Employee Assistance Programme.
- Convenient Location: Situated next to the M5 on the edge of the Cotswolds, the school is easily accessible and close to excellent shopping facilities and local amenities.
- On-site parking.
- Cycle-to-work scheme.

One of the great things about the school is that staff and governors are never content to just 'sit still'. Together with the local community and the Local Authority, we are continuing to look at ways we can further develop the school to ensure we always provide the very highest quality of support for all our young people and their families.

As part of the interview process, short-listed candidates will have an opportunity to spend time in school. If you decide you would like to be considered for this role, please submit an application form through Eteach, along with a covering letter. Your choice of referees should include your present or most recent Headteacher/ Employer.

If you are selected for interview, we will request written references prior to the interview.

Please note Alderman Knight is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts will be subject to an Enhanced DBS check. It is now also a requirement for the school to carry out social media checks on any person short listed for interview.

Copies of our Safeguarding and Safer Recruitment Policies can be found on the Vacancies page of our website for you to read.



Job Description

Post title:	Pupil Learning Mentor
Salary:	Grade 6 Point 15 to 20 Salary £30,024 - £32,597pro rata
Hours:	Part time, 35 Hours per week, term time only contract plus 5 INSET days
Contract:	Permanent

Conditions of Service

The following Conditions of Service document applies to this post:

Support Staff [LA Schools]: National Joint Council for Local Government Services National Agreement on pay and conditions and related Local Agreements.

Special conditions

- Appointment is term time only
- The appointment will be subject to a probationary period of 6 months
- The contract for this post is a permanent contract – see details given above
- The appointment is subject to termination by 1-month notice on either side
- The appointment is also clearly subject to Children and Young Persons Clearance [through the disclosure and Barring Service DBS]

Purpose

To work with the pastoral team to provide pastoral support (including mental health) across the school enabling our pupils to achieve their full potential.

This will include:

- Supporting the pastoral team in ensuring that pupils are feeling safe, secure and able to learn
- Being part of the pastoral team that helps ensure the smooth day-to-day, operational running of the school including support during less structured times such as break, lunchtimes and the start and end of the day
- Providing pastoral support to pupils in and out of class so they are able to show effective behaviour for learning and can be fully included in all lessons with their peers
- Ensuring an active and positive presence across the school which will support the development of effective relationships with all pupils across the Key Stages
- Linking with parents/carers of pupils requiring enhanced support and developing effective and supportive home school links to improve outcomes for the child

Key Outcomes: In carrying out their duties and responsibilities effectively, this post will provide focused mental health support for pupils. However, through their work with pupils, the post holders will also be supporting the staff, the curriculum, and the school.

Core Responsibilities

- Be the key member of the pastoral team for individual pupils, identified by the Assistant Headteachers, as requiring additional support and interventions.

This will require:

1. Liaising with staff, parents and relevant agencies to develop strategies and approaches to support and develop pupils' pastoral needs
 2. Supporting with the delivery of focused interventions to address identified needs and ensure effective monitoring and evaluation to demonstrate progress
 3. Working with relevant staff to develop clear support plans and risk assessments where relevant for specific pupils
 4. Communicating effectively with all colleagues and other agencies that are supporting the pupil
 5. Supporting other members of the pastoral team with the process for referring pupils to services when appropriate
 6. Providing support for pupils whilst external support is sought and implemented
- Work collaboratively with other members of staff, including the designated safeguarding lead (DSL) and Assistant Headteachers to discuss pupils who need mental health and wellbeing support
 - Communicate with members of the pastoral team and tutor teams providing accurate, timely and detailed feedback regarding work done with pupils across the day and the impact of your work as well as any follow up necessary e.g. discussions with parents/carers
 - Provide as necessary, proactive and reactive support and supervision, on a day-to-day basis to any pupils who may be experiencing dysregulation
 - Attend morning briefings with pastoral team to plan the day and ensure effective pastoral cover in place to support day to day operational management of school
 - Support the school and pastoral team by supporting and being present at out of school activities/ parents evenings
 - Liaise with the pastoral team in promoting whole school focus days, weeks e.g. Children's Mental Health Day etc including supporting with providing activities, resources to facilitate these events

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 pupils/students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals to support pupil/student achievement
- Attend and participate in regular professional learning and school functions as appropriate
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of other staff as appropriate
- Undertake planned supervision of pupils'/students' out of school hours learning activities if appropriate
- Supervise pupils/students on visits, trips and out of school activities as required
- Carry out any additional tasks as required and directed by the Senior Leadership Team

Supervisory responsibility - None

Principal contacts - Pupils/students, tutor team staff, classroom teachers, line manager, other members of the Pastoral Team, support staff, parents/ carers, other professional groups/ individuals.

Line management – To be provided by an Assistant Headteacher.

These job details do not necessarily define in detail all the duties/ responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment following consultation with the post holder.

Last reviewed September 2026

Person Specification

Experience, Qualifications and training

Essential

- Professional experience/ qualifications that the governors consider to be appropriate to meet the needs of the post and the requirements of the school
- Hold as a minimum GCSE Grade C or above [or equivalent] in English and Mathematics, plus at three other academic subjects + additional qualifications at NVQ 3 or above in a relevant field
- At least 2 years' experience of supporting pupils effectively in a learning environment. However, the school will consider applications from ECTs with a passion for supporting SEND pupils who need additional and different pastoral support
- Skills of empathy, listening, communication and responding with appropriate language to build rapport with pupils across the phases with different abilities, needs
- Ability to work as part of a team, understanding different staff roles and responsibilities and your own position within these

Desirable

- Knowledge in Positive Behaviour Support (PBS), Mental Health in children and young people, or trauma-informed care
- A knowledge and understanding of how pupils' additional needs may impact on their learning and strategies that can support them overcome their barriers to learning.
- A knowledge of how to support pupils with communication and interaction needs (including autistic spectrum disorders) as well as social, emotional and mental health needs
- Experience of working as part of a team and being competent and confident to contribute to meetings with staff about Key Pupils
- Experience of delivering a range of intervention programmes to meet a range of needs based upon sound knowledge, assessment and understanding of pupils' needs
- A working knowledge of relevant policies/ codes of practice and awareness of relevant legislation
- Competence in the use IT and other technological equipment effectively to support the role
- Experience of feeding back pertinent information to support the writing of reports identifying progress and areas for development for individuals that will support multi-agency meetings and planning for the future

Abilities & Aptitudes	Essential • The ability to contribute effectively and willingly to the workload, planning, supervision and responsibilities of the Pastoral Team • Competent and confident in own ability and able to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution • Ability to plan, review and carry out duties without supervision • Proven communication and inter-personal skills and the ability to effectively engage and work with parents and other staff • Flexible, adaptable and positive attitude to working in a structured environment • The ability to self-evaluate learning needs and actively seek learning opportunities • Ability to manage time effectively and meet deadlines as required Desirable • The ability and confidence to deliver bespoke intervention sessions to address the needs of individuals
Disposition, attitude and motivation	Essential • Positive, personal and optimistic disposition • Highly motivated, enthusiastic and committed to supporting the development of all young people • A real passion for supporting young people with a range of additional and often challenging needs • Consistently high expectations in terms of learning and behaviour of all pupils and students • A good sense of humour with an ability to be flexible and respond willingly and appropriately to new situations • Willing to gain new skills and knowledge that will improve the quality of support for the individual pupil as well as other pupils • Be proactive, hardworking and keen to continually look for ways of improving practice • Very happy to work on own initiative ensuring timely and relevant feedback to the senior team as appropriate • Flexibility to cope with diverse needs of the post • Resilience to work under pressure • Evidence of high level of commitment and attendance in current role



Mission Statement:

“Learning and Achieving Together”

Vision Statement:

The school wishes to be recognised as a dynamic, vibrant, centre of excellence that is an integral part of the local community and county’s provision for pupils with special educational needs and wholly committed to ensuring they grow up to lead safe, happy, healthy and successful lives.

The Aim of the school:

‘To provide a supportive learning community that enables all children to thrive’

To achieve this, the school will ensure:

- Pupils are provided with an enriched and extended curriculum, tailored to individual needs. This will help them develop positive feelings of self-worth and confidence and will enable them to make a successful transition to adulthood and be active and responsible citizens.
- Parents, carers and families are encouraged and enabled to engage in their children’s learning. They will be consulted and involved in decision-making processes and this will enable the school to ensure provision both for their children and themselves is accurately matched to need.
- Staff will have their individual needs recognised and will be helped to build on their strengths and enabled to develop their skills further through appropriate professional development opportunities.
- It works together with its local community of schools to extend the opportunities for all pupils to develop their individual strengths and potential.





Where you can find us

The school is located just off [Junction 9 of the M5](#). Both the main school building and the Post-16 Centre are new, attractive and spacious buildings being built in 2013 and 2017 respectively. Our third phase of our building project, Knight View, was completed ready for September 2021. The learning and working environments are second to none.



Contact Details

Alderman Knight School
Ashchurch Road
Tewkesbury
Gloucestershire
GL20 8JJ

Main Reception - **01684 295639**

Email - hr@aldermanknight.gloucs.sch.uk

Website - www.aldermanknight.gloucs.sch.uk

Applications can be submitted through Eteach using the following link:

<https://www.eteach.com/job/pupil-learning-mentor-1573366>

To contact Alderman Knight School to arrange a visit, or to request full details about how to apply for the position, please email:

hr@aldermanknight.gloucs.sch.uk