

……………………………………….

Application Pack

Student Support Mentor

Contents

[Contents](#_4bgfdnfpae3c) 1

Welcome for the Principal 2

Our Values 3

What makes our Academy amazing 4

Job Advertisement 5

Job Description and Person Specification 6-9

Safeguarding Children and Young People 10

Interview Process after closing date 11

How to find us 12

# 

# Welcome from the Principal

Dear candidate

I am delighted that you are interested in the role of Student Support Mentor at Co-op Academy Walkden. Our academy serves the local communities of Worsley, Boothstown and Walkden and provides places for 1500 pupils aged 11-16. We are easily commutable from all areas of the North West.

We have a dedicated team of staff who build and share positive relationships and a caring culture with our wonderful students. This was highlighted in our recent Ofsted inspection (May 2023), where we were graded ‘Good’ in all areas. You can read more about this, including the report itself here.

This is an exciting time to be joining us as we focus on the next stage of our development. Having joined the Co-op Academies Trust in December 2018, we have been through a significant journey, driven by our co-operative values and ‘Ways of Being’. Our GCSE results in 2022 demonstrated the significant progress we have made to the quality of education over the past three years, despite the challenges of the pandemic. We are incredibly proud of our students and the staff who teach and support them.

We are looking for talented individuals who can build on our current success and support our ambitious vision for the future. The successful candidate will be able to establish a caring and nurturing environment within a year group and create a culture of success with pupils and colleagues alike. You are likely to have experience of working with children and a track record of improving their educational outcomes and life chances.

We pride ourselves on delivering a broad and ambitious curriculum for all children, including those with additional needs. We incorporate a small Enhanced Resourced Provision called the Hive, for students with cognitive learning difficulties and we also have an inclusion centre called The Link, to promote engagement for pupils who find school more challenging. The successful candidate will be instrumental in our future development and success as an academy.

Should you choose to arrange a visit before applying you will find our Academy calm and purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly we are. If you would like to visit, please contact Mrs Nicola Taylor, Principal’s PA at nicola.taylor@coopacademies.co.uk to arrange.

With best wishes

Matt Hacker

Principal

## Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

**Self-help** – we support learners, parents, carers and staff to help themselves

**Self-responsibility** – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

**Democracy** – we give our learners, parents, carers and staff a say in the way we run our schools

**Equality** – we believe that the voice of each individual should be heard

**Equity** – we run our schools in a way that is fair and unbiased

**Solidarity** – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

**Openness** – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

**Honesty** – we act in a professional and respectful manner in our dealings with everyone

**Social responsibility** – we maximise our impact on the people in our communities while minimising our footprint on the world

**Caring for others** – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple ‘Ways of Being Co-op’ to demonstrate our values:

• Do what matters most

• Be yourself, always

• Show you care

• Succeed together

**What makes our Academy amazing?**

**Students:**

• are engaged, very capable and want to learn

• create a welcoming atmosphere

• have amazingly supportive parents

• experience a broad range of visits and trips with many overseas

• participate in a vast array of expressive and creative arts shows and exhibitions

• complete in the Duke of Edinburgh Award and volunteer in the local community, raise significant funds for an Academy charity and participate in a wide range of sporting activities

**Staff enjoy:**

• working with brilliant students who want to achieve well and aim high

• state of the art facilities

• national terms and conditions and a wide range of additional benefits provided by the Co-op Academies Trust and its sponsor, The Co-op

• high quality professional development programme provided by the Co-op Academies Trust and the support of many local Trust academies

• a fantastic employee benefits package that includes discount on various Co-op branded products, gym and leisure discounts, cycle to work scheme, Health care-cash back scheme, discounted driving lessons and many more! Staff encouraged to be Co-op members and therefore receive generous discounts on all Co-op products

• a strong Well-Being group have been instrumental in the Academy achieving Investors In People Gold Status

• secure on site parking

# Job Advertisement

**Student Support Mentor**

| **Salary Band: 2a SCP 6 - 8**  **Actual salary £**18,931 - £19,540  Contract: Fixed term until 31.08.2026  **Hours:** 31 hours 30 minutes per week  Monday 8am - 3pm  Tuesday - Friday 8.15am - 3pm  Term Time Only + 3 days  Start date: ASAP  **Benefits include:**   * Local Government Pension scheme * Co-op staff discount * Co-operative flexible benefits, including cycle to work * Co-operative credit union * Health-care cash-back scheme * Discounted gym membership & leisure activities * Season ticket & rental deposit loans   **Closing date: Monday 25th August 2025**  **All applications for this role are to be completed via our SAMpeople Recruit platform. Please follow the link on our website to access this information** | Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for an increasing number of academies in Leeds, Greater Manchester, Wirral and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.  The school is looking to appoint committed and enthusiastic individuals to undertake the role of Student Support Mentor. You will join a growing team of dedicated individuals who support pupils with special educational needs and moderate learning difficulties in a variety of situations.  Applications are invited from caring and committed applicants with the highest ability and strong behavioural management practice.  For more information about the Trust and other vacancies please visit our website coopacademies.co.uk  Co-op Academies Trust is an aware employer and is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles. |
| --- | --- |

# Job Description and Person Specification

**Salary Grade: 2a SCP 6-8**

*(Term Time + 3 days 31 hours 30 minutes per week)*

…………………………………………………………………...

**JOB DETAILS:**

**Job Title: Student Support Mentor**

**Hours of Duty: Part Time (31 hours 30 minutes) Term Time + 3 days**

Summary of the role:

To work under the direct instruction of teaching/senior staff and usually in the classroom with a teacher to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom and within the MLD Unit – The Hive

Main Duties and Responsibilities/Accountabilities: Support for the Teacher

1. Assist with the planning and learning activities and support pupils to achieve learning goals.

2. Assisting with the display of pupils work and create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.

3. Determining the need for, and preparing and maintaining general and specialist equipment and resources and assisting pupils in their use.

4. Monitor the response of pupils to learning activities and record achievements/progress as directed.

5. Be aware of pupil problems/progress/achievements and provide detailed and regular feedback to the teachers on pupil’s achievements, progress, problems etc.

6. Promote good pupil behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

7. Undertake routine marking of pupils work.

8. Establish constructive relationships with parents/carers.

9. Be responsible for keeping and updating records as agreed with the teacher, through the monitoring and evaluation of pupils responses to learning activities through observation of achievement against pre-determined objectives.

10. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils responses/needs.

11. Administer routine tests and invigilate exams, and accurately record achievement and progress.

Support for the Pupils

1. Provide support for pupils, including those with Special Educational/health Needs, ensuring their safety and access to learning.

2. Set challenging and demanding expectations and promote self- esteem and encourage pupils to act independently as appropriate.

3. Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher.

4. Promote the inclusion and acceptance of all pupils.

5. Establish good relationships with pupils, acting as a role model and being aware of and responding to individual needs.

6. Assist the teacher to supervise and support pupils ensuring their safety and access to learning.

7. Encourage pupils to interact and engage in activities led by the teacher.

8. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support for the Curriculum

1. Support pupils to understand instructions from the teacher.

2. Undertake structured and agreed learning activities/teaching programmes, advising activities according to pupil responses.

3. Support pupils in respect of local and national learning strategies e.g. literacy, Numeracy, etc. as directed by the teacher.

4. Support the use of ICT in learning activities and develop pupils competence and independence in its use.

5. Prepare, maintain and use equipment/resources required to meet lesson plans/relevant learning activity and assess pupils in their use.

General Tasks

1. Provide clerical/administration support e.g. photocopying, typing, filing, collecting money, contacting parents etc.

2. 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.

3. Contribute to the overall ethos/work/aims of the school.

4. Attend relevant meetings as required and participate in training and other learning activities and performance development as required.

5. Assist with the supervision of pupils during lesson times, including before and after school and at lunchtimes where appropriate.

6. Accompany teaching staff and pupils on trips and visits and of school activities as required.

7. Demonstrate a commitment to the protection and safeguarding of children and young people and comply with Academy policies and procedures relating to safeguarding, child protection and the prevent duty

8. Undertake additional duties that are commensurate to the responsibilities role.

*The Co-op Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.*

| **Person Specification** | | | | |
| --- | --- | --- | --- | --- |
| Attributes | | All attributes are essential, unless indicated below as ‘desirable’ | | How measured, application form (A), interview (I) |
| Qualifications   * Understanding of relevant policies/codes of practice and awareness of relevant legislation * Basic understanding of child development and learning * Qualification or appropriate level of experience of operating in the classroom environment * Training in the relevant learning strategies e.g. literacy, maths * Maths and/or English Grades GCSE A-C or CSE level 1 or equivalent * First aid training/training as appropriate | |  | | A /I |
| Experience   * Experience of working in a School environment * Experience of enabling children and young people to overcome barriers to learning and achievement * Experience of dealing with a wide range of people including external agencies and parents * Experience of working as part of a team * Experience of organising work tasks and duties to meet desired targets e.g. in terms of timeliness, accuracy and with a child focused approach | | Desirable  Desirable | | A, I |
| Skills, Ability, Knowledge   * Ability to self-evaluate learning needs and actively seek learning opportunities * Ability to relate well to children and adults * Work constructively as part of a team * Good numeracy/literacy skills * Effective use of ICT to support learning | |  | | A, I |
| Personal Qualities   * A passion for working with children to enable them to reach their potential. * Willing to abide by the Trust’s Equal Opportunities Policy in the duties of the post, and as an employee of the Trust. * Willing to carry out all duties having regard to an employee’s responsibility under the Trust’s Health and Safety Policies * An ability to respect sensitive and confidential work. * Commitment to own personal development and learning. * The ability to be flexible and work to the requirements of a busy school. This may include occasionally attending meetings outside of your working hours. * To possess educational vision underpinned by Co-operative values. * Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of others sensitivities; to have personal pride and lead by example. * Demonstrate a commitment to the protection and safeguarding of children and young people and comply with Academy policies and procedures relating to safeguarding, child protection and the prevent duty * Have a can do attitude. Don’t ask people to do things you wouldn’t do yourself. * Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. * Desire for significant professional development. | |  | | A, I |

# 

# Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Walkden involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

## 

## Interview Process after the closing date:

Shortlisting will be conducted by a Panel, who will match your skills / experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

∙ Documentary evidence of right to work in the UK

∙ Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate

∙ Documentary proof of current name and address (i.e. utility bill, financial statement.

∙ Where appropriate any documentation evidencing a change of name

∙ Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

∙ Motivation to work with children and young people

∙ Ability to form and maintain appropriate relationships and personal boundaries with children and young people

∙ Emotional resilience in working with challenging behaviours

∙ Attitudes to use of authority and maintaining discipline.

**Conditional Offer & Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

∙ Verification of right to work in the UK

∙ Receipt of at least two satisfactory references (if these have not already been received)

∙ Verification of identity and qualifications

∙ Vetting and Barring Checks and any other pre-employment checks relevant to the role such as e.g. Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check

∙ Satisfactory Disclosure and Barring check

∙ Verification of professional status such as QTS Status, NPQH (where required)

∙ Satisfactory completion of a Health Assessment

∙ Satisfactory completion of the probationary period.

# How to find us

The nearest bus stop is just a short walk from the Academy and can be reached via several different bus routes from most other parts of Manchester. The Academy is also located a short walk away from the nearest train station, from which you can travel easily in to Manchester City centre.

**Location:**

Co-op Academy Walkden is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The Academy has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the Academy is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580

