



**Woodland  
Academy Trust**

*Ignite the spark, reveal the champion*

# Behaviour Mentor Applicant Information Pack



**Knockhall  
Primary School**

*Ignite the spark, reveal the champion*

## Welcome from the CEO

Dear Applicant,

Thank you for expressing an interest in this role at Woodland Academy Trust. Woodland Academy Trust is a small but ambitious Trust that puts the children and community first. We are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed applicants who have vision, drive and ambition and would be keen to hear about your experiences and what skills you can bring to this role. We seek to attract staff who have a growth mindset, strong values and work ethic and care deeply about serving communities.

This is an exciting time to join Woodland Academy Trust as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong team, receive the very best professional development and have the opportunity to make a real difference to the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,

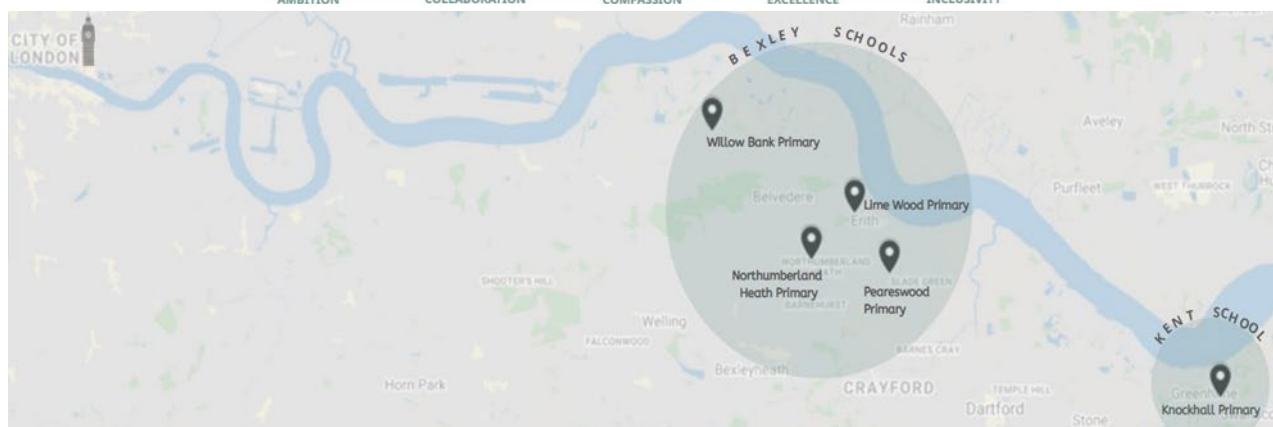
Nav Sanghara, Trust Leader (CEO)



## About our Trust

The Woodland Academy Trust was formed in September 2011 and currently consists of five primary schools, four of which are located in the London Borough of Bexley and one in Kent.

All our schools share the same mission; *ignite the spark, reveal the champion*. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



*Ignite the spark, reveal the champion*

## Welcome from the Headteacher

A very warm welcome to Knockhall Primary School.

Our school values the relationships it holds with children, their families, the school and wider communities in order to secure the best outcomes for children at each stage in their primary learning journey. We pride ourselves on our commitment to communication and inclusion for all and value the contributions made by our children's parents and carers.

Our values of honesty, respect, teamwork and pride prepare and equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives.

Our school believes in the concept of lifelong learning and that the learning we provide is a rewarding and enjoyable experience for everyone. This is achieved through our school curriculum philosophy which is bespoke to our school and Trust and works by considering areas of study in the context of the local area; Greenhithe – taking in the heritage of our locality, followed by the wider area, London and then the whole of the UK, before broadening out beyond our country to take in global issues.

We look forward to meeting you.

Mrs C Riley & Mrs S Wady  
Acting Co-Head of School

## About Our School

Knockhall Primary School is a two-form entry school situated at the heart of the community in Greenhithe, Kent.

It has recently had a brand-new build for the Early Years and Foundation stage children in addition to a recent extension for key stage 2.

We want to capture the minds of our learners by creating an inspirational curriculum that adults enjoy delivering. We always strive to improve on our outcomes to ensure our children get the very best from their time with us. More than anything however, we do this as peers, supporting each other along the way with a focus on our core purpose.

## Knockhall Primary School



 [www.knockhallprimaryschool.co.uk](http://www.knockhallprimaryschool.co.uk) 

Knockhall Primary School,  
Eynsford Road,  
Greenhithe,  
DA9 9RF

 01322 382053

*Ignite the spark, reveal the champion*

## The Vacancy

<b>Job title:</b>	Behaviour for Learning Mentor
<b>Status:</b>	Fixed term contract
<b>Hours:</b>	37 hours per week
<b>Working weeks per year:</b>	38 weeks per year
<b>Salary:</b>	Kent Range 8 / £24,180.00 - £27,338.00 pro rata
<b>Post Start Date:</b>	As soon as possible
<b>Closing Date for Applications:</b>	10 <sup>th</sup> December 2023

We are seeking to appoint a Behaviour for Learning Mentor to join our team. The main focus of this position will be to support with learning interventions, behaviour for learning and removing the barriers to learning of vulnerable students to ensure that they make relevant progress.

The post will be ideal for someone already working within education with a passion for working with children with Social, Emotional, Mental Health needs and supporting children therapeutically inside and outside of the classroom, aspiring to take the next steps towards specialising in this field.

The core responsibilities of this role will include:

- To support the development of our therapeutic classroom.
- To lead the learning in our therapeutic classroom.
- Support in the therapeutic classroom area, working with children with behaviour and learning difficulties.
- To assist in the development and implementation of education/behaviour/support/mentoring plans.
- Teach small groups of students in literacy, numeracy and SEMH development programmes.
- To support the reintegration of children into mainstream lessons providing in-class support.
- To liaise with and work in conjunction with appropriate agencies.
- To monitor and implement appropriate strategies for supporting the learning and attendance of our most vulnerable children.

The role requires someone who is flexible, understanding and able to adapt to different situations.

The start date will be as soon as possible according to the successful candidate's current position and the appropriate checks being made.

Candidates must read the job description and be able to fulfil the person specification, and due to the nature of the role successful candidates will have achieved Maths and English qualifications as well as other professional learning relevant to the field.

### **Applications**

Please apply by visiting our recruitment page at: [Woodland Academy Trust- Join Us](#) or if you would prefer to complete a word application form, please contact the school via email at [sbmkhp@watschools.org.uk](mailto:sbmkh@watschools.org.uk)

**Application Deadline: Sunday 10<sup>th</sup> December 2023**

**Interviews: To be arranged**

Visits to the school are welcomed and can be organised by contacting [sbmkhp@watschools.org.uk](mailto:sbmkh@watschools.org.uk)

The school reserves the right to close this position early should a suitable candidate be found, therefore, early application is encouraged.

*Ignite the spark, reveal the champion*



## Diversity & Inclusion

Woodland Academy Trust values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We welcome applications from all backgrounds and ensure our colleagues feel respected and valued for being themselves.

We are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants that meet the minimum criteria for the job will be given the opportunity to be interviewed. We have a commitment to make reasonable adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not that have a disability, is unfairly prevented from demonstrating their true abilities.

## Our Offer

Woodland Academy Trust seek to appoint colleagues who share in our values and mission to ignite the spark and reveal the champion. We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

- Continuous professional learning focusing on core areas;
- Working collaboratively with agencies around us and offering formal training opportunities, bespoke and targeted professional development as well as in-house, bespoke training from our many experts and coaching and mentoring;
- Embedding initiatives to support with reducing teacher workload;
- A strong supportive ethos with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;
- Cycle to work schemes.

## Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.



**Knockhall Primary**

**Teamwork   Respect   Honesty   Pride**

*Ignite the spark, reveal the champion*

## Job Description and Person Specification

<b>JOB TITLE</b>	Behaviour for Learning Mentor
<b>RESPONSIBLE TO</b>	Deputy Headteacher
<b>SALARY</b>	Kent Range 8 / / £24,180.00 - £27,338.00 pro rata
<b>HOURS</b>	37 hours per week / 38 weeks per year
<b>ALL STAFF RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life.</li> <li>To value professional development and welcome any training opportunities to develop personal skills and knowledge</li> <li>To agree to follow the school and Trust's policies and procedures.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE</b>	The post holder will, under an agreed system of supervision, support the school in addressing the needs of pupils who require particular support to overcome behavioural, emotional or social barriers to learning in order for them to fully engage with learning at the school.

<b>DUTIES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Establish strategies and routines to support pupils to prepare for learning throughout the school day</li> <li>Be a champion of the school's behaviour policy</li> <li>Manage the internal reflection room/therapeutic classroom and ensure pupils have sufficient work throughout the day</li> <li>Establish and develop pupils' behaviour and nurturing base within the school and manage the supervision of pupils within that base</li> <li>Provide appropriate support for pupils completing work set by teachers</li> <li>Provide pastoral support and advice to pupils and assist in their behavioural, emotional and social development</li> <li>Establish productive working relationships with pupils, acting as a role model</li> <li>Provide information and advice to enable pupils to make choices about their own behaviour</li> <li>Challenge and motivate pupils within the base as well as promote and reinforce self-esteem</li> <li>Provide feedback to pupils, parents and carers and teachers in relation to their progress, achievement, behaviour and attendance</li> <li>Offer guidance to teachers in planning, evaluating and adjusting teaching and learning approaches to take account of the behavioural needs of pupils</li> <li>Take an operational lead on the implementation and maintenance of the school's behaviour policy with students who need extra support</li> <li>Incorporate the use of digital learning and technology to support the children's needs</li> <li>Support the implementation of support plans and ensure staff and pupils are ready for their return to lessons with strategies to ensure they succeed.</li> <li>Support restorative conversations between staff and students</li> <li>Assist in maintaining contact with pupil's families and other agencies to provide feedback, celebrations and concerns</li> <li>Provide extra support through knowledge of a range of activities and opportunities</li> </ul>
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	<ul style="list-style-type: none"> <li>• Collate information and maintain records of student behaviour and progress using various information systems.</li> <li>• Support and monitor records of next steps for pupils and contribute to reports.</li> </ul>
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- This job description sets out the duties of the post at the time it was published.
- The hours and the job description may be modified depending on the needs of the school.
- The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.
- The priorities for each year will be reviewed against this job description annually through performance management meetings.

Signed by employee: \_\_\_\_\_

Signed by Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

*Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.*



Person Specification		
	Essential	Desirable
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Qualifications in supporting the teaching and learning of pupils.</li> <li>• Excellent Numeracy/Literacy skills equivalent to NVQ Level 2 in English and Maths.</li> <li>• Training in relevant learning strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT etc.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age in a learning environment.</li> <li>• Experience of working with children with complex needs.</li> <li>• Experience of working with parents as partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with external agencies</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Use of digital technologies effectively to support learning.</li> <li>• Full working knowledge of relevant policies/codes of practice/legislation.</li> <li>• Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.</li> <li>• Good understanding of child development and learning processes.</li> <li>• Constantly improve own practice/knowledge through self-evaluation and learning from others.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, including leading and motivating others, understanding classroom roles and responsibilities and your own position within these.</li> <li>• An understanding of barriers to education.</li> <li>• Knowledge and understanding of Safeguarding and its importance when working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of therapeutic and trauma-based approaches</li> </ul>
<b>General Circumstances</b>	<ul style="list-style-type: none"> <li>• The Woodland Academy Trust is committed to having a workforce that reflects the community it serves, and which offers all sections of the community opportunities to be employed and develop their careers. The candidate should be able to demonstrate an understanding of this.</li> </ul>	

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