



Bryn Elia

Recruitment Pack
Learning Mentor
(Temporary)

Achievement for All
Llwyddiant i Bawb

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Dear Applicant,

Thank you for your interest in our temporary Learning Mentor vacancy. The Headteacher and governing body of Ysgol Bryn Elan is looking to appoint an inspirational and visionary Learning Mentor.

The school is a recognised Centre of Excellence for inclusion, a status awarded to the school in January 2022 by IQM and retained after a robust assessment in 2023, 2024 and 2025.

We want to continue to offer our pupils a broad and interesting curriculum which helps widen their horizons and raise aspirations, as articulated in the school's aims and objectives. We hope a Learning Mentor will bring exciting, innovative and inclusive practices to our team and will enjoy the new benefits and challenges of working at this exceptional school.

Here, you will find committed staff, strong leadership, keen and eager children who love to learn and many parents and carers who value and support their school community. You will inspire confidence and build trust in all of our stakeholders, particularly our children.

While this role will undoubtedly bring with it challenges, it is also incredibly rewarding. It provides an opportunity for creativity and innovation suitable for someone who is highly motivated and visionary. At a time of change and the implementation of new qualifications, the next steps are ripe for innovation, exploration and development for a positive, forward thinking individual.

We are really looking forward to the next step of our journey together; if you feel you are the person to join us, we do encourage you to apply.



Mrs L. Hastings
Headteacher

Where is Ysgol Bryn Elian Based?

The school is located in the heart of the North Wales coast in Old Colwyn, Colwyn Bay in the beautiful county of Conwy. We are an English medium school who very much value the Welsh language and culture.

We have excellent road and rail links and are easily accessible from the cities of Chester, Manchester or Liverpool.

Although we have six cluster schools who feed into Ysgol Bryn Elian, the reality is that our learners come to us from in excess of 25 primary schools, which is why we are oversubscribed. We value our learners and the communities where they live very much. The support of our parent body is very important to us.

Teaching and learning is a constant priority for us as a school and we firmly believe in researching pedagogical practices and the science of teaching to inform all that we do.

We have an active School Council who drive forward the learner agenda. Our Eco-Committee have also recently been successful in the renewal of the Eco-School's Green Flag Platinum Award – something the committee and the school are very proud of.

School Building & Resources

The school was built to open in 1976 on top of a hill with very impressive far reaching views of the hills and out to the open sea. As a school we are always trying to find ways to improve the school's facilities and, over the last 24 months, we have managed to enable:

- The upgrading of tiered seating and redecoration of the school's theatre
- The refurbishment of a further Science laboratory
- The refurnishing of the Staff Room area
- Decoration of key main corridors and classrooms to include new furniture
- Submission of a Grant for a £240,000 replacement of AstroTurf pitch to state-of-the-art 3G pitch
- Construction of a new multi-use games area.

In addition to these exciting projects, Ysgol Bryn Elian is well equipped to cater for all the academic, creative and sporting needs of our students. We have a range of modern educational facilities to include:

- An impressive and well-resourced Sports Hall
- Large attractive campus on the edge of open fields
- All-weather sports pitches and tennis courts
- An eco-garden
- A fully equipped theatre to enable full-scale theatrical productions
- All departments have access to class electronic devices such as laptops or Chromebooks
- All classes have whiteboards and projectors and many have interactive T.V.s
- Design and technology suites with state-of-the-art equipment
- A bright and cheerful reading environment in our Library
- Forest School and links with the National Trust.



Job Description

Post Title: Learning Mentor
Grade: GO4 (Points 8 to 11)

Preamble:

All non-teaching staff are employed to facilitate the work of the school in carrying out its prime function: The education of young people. In carrying out specified functions and thereby providing a service to the teaching staff, Learning Mentors enable teachers to focus on the key tasks of teaching and learning. Learning Mentors are expected to carry out the reasonable instruction of any member of the teaching staff in furtherance of the prime function of the school.

General Duties

- To carry out duties within the behaviour and learning support function of the school as required.
- To carry out duties in line with Local Government NJC conditions of service.
- To ensure Health and Safety requirements are observed.

Responsible to:

- The Head Teacher, a designated Learning Manager and the Assistant Head: Learner services and their wellbeing

In co-operation and liaison with:

- Inspectoral, advisory, consultative and other county or national support services.
- Colleagues in associated primary schools and other secondary, tertiary or higher education establishment.
- Colleagues and functional groups within the school management and government system.
- Learners, parents/guardians and the wider community.

Working Time: Term Time only + 5 training days – Full-time

Disclosure: Enhanced

Specifically, responsible for:

- Working under the instruction and guidance of teacher colleagues and or members of the school leadership team.
- Helping to raise standards of achievement for all learners through maintaining high standards of behaviour;
- Fostering the participation of learners in the social and academic processes of the school;
- Contributing to the ethos of the school and acting as a good role model;
- Assisting the teacher in the management of learners within the classroom and beyond.
- Providing active support for a designated Learning Manager.
- Provide support for the Sixth Form Centre and Director of Sixth Form studies as

required.

- Use ICT effectively to support learning.
- Acting as a learning coach as required.
- Carry out catch-up lessons or similar with learners.
- To cover lessons where other alternatives are unavailable.
- To undertake first day absence calling EVERY day.

Duties and Responsibilities

Learners:

- Create and maintain a purposeful, orderly and productive working environment.
- Provide in-class support for learning, working with individuals, groups of learners and whole classes as required.
- Supervise and provide particular support for learners, including those with additional learning needs, ensuring their safety and access to learning activities.
- Work to improve attendance and punctuality by direct monitoring, supervision and through working with appropriate agencies and parents. Ensure that first day absence calling takes place.
- Encourage learners to interact in a well-behaved way with the others and engage in activities led by the teacher.
- Provide direct supervision in class and around the school to encourage good behaviour and take appropriate steps when behaviour infringes school rules.
- Provide support and assistance to learners who have been bullied or are otherwise distressed.
- Set challenging and demanding expectations and promote self-esteem and independence.
- To deliver/supervise courses for learners who are following an alternative qualification such as SWEET.
- To deliver/supervise courses for learners who are in catch up lessons.
- Apply strategies to encourage independence and self-confidence.
- Contribute to the school's mentoring programme for learners.
- Provide Learning Coach support as required, for learners in other year groups as well as your own, as required.
- Take an active role in supporting learners through transition.
- Cover classes as required.
- Liaise with external agencies for the wellbeing of learners.
- To ensure that IBPs are in place for learners who are on yellow report and co-ordinate this with the Learning Manager.
- Where there are difficult classes or individuals who have issues relating to their behaviour – provide either in-class support or one to one support to allow the teacher to teach.

Teachers:

- Provide detailed and regular feedback to teachers on learners' behaviour, attendance, punctuality, problems etc.
- Liaise with the teacher to create a purposeful, orderly and supportive learning environment.
- Apply school policy in relation to the promotion of positive learner behaviour and attitudes to learning.
- Administer as required routine tests and invigilate exams.

- Fulfil clerical and administrative tasks as required, e.g. photocopying, collecting money, filing, distributing letters to parents, telephoning parents and making entries on the school's assessment and attendance systems.
- Participate in meetings with parents and contribute to annual reviews in accordance with school practice.
- Provide cover for absent teachers as required.
- Supervise internal and external examinations as required.

School:

- Be aware of and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- To develop and maintain working relationships with other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and professional review as required.
- Assist with the supervision of learners out of lesson times, including before and after school, during break and at lunchtimes.
- Assist with the conduct of detentions and after school clubs.
- Accompany teaching staff and learners on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Communications:

- To communicate effectively with the parents of learners as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Quality Assurance:

- To help to implement school quality procedures and to adhere to them at all times.
- To take part, as may be required, in the review, development and management of activities relating to the, support functions of the school.

Professional Learning:

- To continue professional learning in the relevant areas.
- To engage actively in the Performance Management Review process.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and, where appropriate, learners to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to dress professionally, in a manner in keeping with their employment in a school.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Senior Leadership Team to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

QUALITIES & QUALIFICATIONS	ESSENTIAL	DESIRABLE	ASSESSED VIA: APPLICATION (<u>A</u>) INTERVIEW (<u>I</u>) REFERENCE (<u>R</u>)
5 Level 2 qualifications or above (equivalent or higher) including English and Maths	●		A
Level 3 qualifications or above		●	A
Experience of working in a school setting		●	A, I, R
Trained learning coach or mentor		●	A, I
Enquiring, analytical mind		●	I
Excellent communicator	●		I, R
Accuracy and attention to detail	●		I, R
A methodical approach to work combined with the ability to meet deadlines	●		I, R
Good ICT skills	●		A, R
Ability to work successfully as part of a team	●		A, I, R
Proven track record in forging excellent relationships	●		A, I, R
The ability to follow instructions, processes and policy	●		A, I, R
The ability to work with data	●		A, I, R

Overarching Statements

Ysgol Bryn Elian is a school committed to safeguarding in all its guises and places an expectation on all involved in the Bryn Elian community to share this commitment. Teaching staff at Ysgol Bryn Elian undertake their job specifications with due regard to the National Standards for Qualified Teachers and the STPCD.

This document covers the responsibilities of all classroom teachers.

Pastoral System Organisation

Each year group at Key Stage 3 and 4 at Ysgol Bryn Elian have a Pastoral Progress Leader, who are teachers leading the pastoral system for each year group. They are assisted by full time Learning Mentors who are non-teachers and therefore have no timetable commitments.

In addition, we have an Education Welfare Officer and an Attendance Support Worker who work with our learners.



In addition to the County Council's school-based counsellors we employ our own counsellor to help and support our learners.

All of our pastoral teams are Mental Health First Aid trained.

The Sixth Form is led by the Director of Sixth Form studies assisted by a Learning Mentor.

How to Apply

Deadline for applications: Noon 13/04/26

Interview date: 30/04/26

Vacancy published on: 04/03/26

Start date: 01/09/26

End Date: 24/07/27

Contact: Gemma Parry

Telephone: 01492 518215

Please apply using the application form accompanying this pack, along with an accompanying letter of application.

Please return forms via email to ParryG128@ysgolbrynelian.cymru or by post to:

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