

# CANDIDATE PACK

Community Learning Mentor



Start date:  
September 2026

Location:  
Hayes Lane,  
Bromley BR2 9EA

# About Us

We provide education and support for 11-16 year olds who are at risk of being, or have been, permanently excluded from school. We work with these young people to identify and remove barriers to learning, so that where possible they can return to a mainstream school or access a specialist school setting if more appropriate.

Our staff are dedicated, caring professionals who provide unconditional support and positively challenge pupils to be the best they can be. We have high standards and expectations of pupils, working closely with them and their parents/carers.





# About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:  
[LSEAT.co.uk](https://LSEAT.co.uk)

We believe in securing the best for all our pupils, with inclusion and cohesion at the heart of our school's ethos. We aim to raise standards by supporting the development of every child as a reflective pupil, striving to ensure that everything we do has a positive impact on them.

We are proud of our record in promoting equality for all. We offer a happy, secure and stimulating learning environment in which the whole school community can grow in confidence and develop to their full potential.

## Our Values

**As a school, we believe that we 'decide' our own futures:**

**Discovery** – every day we try to discover new things

**Endeavour** – try hard everyday

**Community** – believing in our communities and being leaders there

**Independence** – become independent pupils

**Decisions** – making sensible decisions

**Everyday** – doing all of the above, everyday

# Job Description

**Job title: Community Learning Mentor**

**Salary: H23 to H27 on the LSEAT Harmonised pay scale**

**Contractual Hours: 27 hours per week**

**Contractual Weeks: 39 weeks per year**

**Position Status: Fixed Term from September 2026 to July 2027**

## About our vacancy

We are looking to appoint a caring, enthusiastic and committed Community Learning Mentor to join our supportive team. A permanent vacancy is available for the current academic year, with full-time and part-time opportunities.

We are seeking someone who is:

- Passionate about supporting children and families.
- Able to build positive relationships with pupils, parents and colleagues.
- Committed to promoting wellbeing, attendance and positive behaviour.
- A strong communicator who works well as part of a team.
- Compassionate, organised and dedicated to helping every child succeed.



We offer a comprehensive and bespoke CPD programme throughout the year and have a good record of upskilling staff at all levels.

Our staff are dedicated, caring professionals who provide unconditional support and positively challenge pupils to be the best they can be. We have high standards and expectations of pupils, working closely with them and their parents/carers.

We are proud of our pupils and believe in their potential. We take pride in our achievements, celebrate success and work hard to prepare pupils for life beyond our doors.

# Job Description

## Main purpose of the job:

To work under the instruction of teaching/senior staff within BTA, Hayes.

- Work under the guidance of SLT to deliver on a 1:1 basis
- To give each young learner a feeling of increased self-esteem and self-worth at BTA.
- To monitor the progress of the young learners across the curriculum and to ensure consistent and acceptable standards of work and behaviour.
- To identify obstacles to personal progress and attempt to overcome them.
- To develop good relationships with young learners and their parents/carers.
- To work in partnership with teaching and support staff across all sites.
- To support students in lessons and in the wider school community.



## Key responsibilities:

The Community Learning Mentor provides appropriate support and guidance for each young learner in their care. This will be based on personal knowledge of their circumstances, learning needs, achievements and aspirations.

- Engage fully with learners in classrooms and by leading small groups, acting as a role model to lead to academic progress and social development.
- Work one to one with pupils to improve progress and achievement.
- Assist with pupil assessment and the development of behaviour support plans and individual education plans.
- Establish productive working relationships with pupils, acting as role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact and engage in activities.
- Provide feedback to pupils in relation to progress and achievement.
- Provide consistent support to all pupils responding appropriately to individual pupil needs.
- Anticipate and manage pupil behaviour constructively, promoting self-control and independence in line with established school policy.
- Support restorative practice strategies to improve pupil behaviour.

- Record instances of interventions to improve behaviour and achievement.
- Liaise with Senior Leadership Team, Teachers, SENCo, and other relevant staff regarding pupils who are of concern.
- To undertake any other reasonable duties, as requested by the Senior Leadership Team.
- Be physically fit and prepared to undertake positive handling training with all staff as required by the SLT.
- Be prepared to use, and support other staff, using positive handling techniques as a last resort in conflict management.
- Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.

*The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.*

## General Requirements:

Take on any additional responsibilities which might, from time to time, be determined.

**Safeguarding:** Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

**Equity, Diversity and Inclusion:** Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

**Health and Safety:** Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

**STARS Values:** Consistently model and promote the our STARS values, contributing positively to our culture and reputation. **Sustainability:** Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

# What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

# Person Specification

<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desireable</b>
Good level of education to Level 3 or equivalent (including English & maths)	√	
Specialist qualification in youth work or related field		√
<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desireable</b>
Experience in working with diverse groups, preferably in an educational setting	√	
Experience of offering support, guidance and information to a diverse customer group	√	
Knowledge and understanding of the issues affecting students	√	
Knowledge of the internal and external services typically used by students and an awareness of any appropriate referral procedures		√
Experience of using a student tracking system i.e. Arbor		√

Skills and Competencies	Essential	Desireable
Excellent front line customer service skills – patience, tact, sensitivity and good humour	√	
Proven initiative and creative problem-solving skills		√
An ability to relate to, and empathise with, students and backgrounds	√	
Ability to communicate with a wide range of individuals including students, staff at all levels and external organisations, both verbally and in writing	√	
A working knowledge of Arbor and Microsoft Office packages, including Word, Excel and Outlook.		√
The ability to summarise information and highlight key features		√
Be able to deal with people in a calm and courteous manner	√	
The ability to work under pressure and to deadlines both independently and as part of a team	√	
The ability to work with discretion and maintain confidentiality	√	

Other Qualities	Essential	Desireable
Well-organised and able to work autonomously	√	
Proven ability to motivate and inspire others	√	√
Strong problem-solving capabilities	√	
Effective presentation skills		√
Professional and approachable	√	
Demonstrable teamwork	√	
Tactful and diplomatic	√	
Ability to work on own initiative and under pressure	√	
Flexibility in approaching work situations	√	
Personal integrity and honesty	√	
Ability to work confidentially	√	
A commitment to continuous professional development at both personal and team levels	√	
An understanding of, and commitment to, the Academy's Equality and Diversity policies	√	
An understanding of, and commitment to, the Academy's Health and Safety Policies	√	

# How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

