



CANDIDATE PACK

Learning Support Mentor



Start date:
September 2026

Location:
Lensbury Way
Abbey Wood
London
SE2 9TA



About Us

Horizons Academy Bexley, every decision that we make is made with the best interests of the child in mind and focused on ensuring that all of our children and young people have the best possible experience whilst attending the school.

We do this by creating a positive learning environment, where each pupil feels safe and happy to contribute to the wider school community. We ensure that all pupils that attend Horizons Academy receive support to achieve their goals, whether that be towards positive outcomes at the end of Key stage 4 and successful transition into Year 12 or an opportunity to be re-integrated back into a mainstream or specialist setting.

HORIZONS
ACADEMY
BEXLEY





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



Values and vision

We CARE

As a staff team, we live our values everyday. We show that we CARE because we will: Commit to supporting you no matter what, Adapt to meet your needs, Respect every person's background, culture and perspective and Encourage you to be a confident learner.

You CARE

We believe in working together to make our school a positive and safe place. We will help you to be: Cooperative with us and others to build a happy, supportive school community, Accountable for your actions, decisions and efforts, Resilient so you can face the challenges that will keep you moving forward and Empowered to learn, to lead, to speak up and to succeed.

HORIZONS
ACADEMY
BEXLEY



Job Description

Job title: Learning Support Mentor

Salary: H21 on the LSEAT Harmonised Payscale

Contractual Hours: 37 hours per week

Contractual Weeks: 39 weeks per year

MAIN PURPOSE OF THE JOB:

- To support pupils who are facing difficulties in school because of issues related to social, emotional, personal, behavioural problems or other factors.
- To help these pupils overcome their barriers to learning and fully engage with lessons to become more effective learners, and to improve academic and pastoral progress.

We offer a bespoke CPD programme throughout the year and have a strong track record of developing and upskilling staff at all levels.

This role would particularly suit candidates with experience in Alternative Provision or SEMH settings who are confident supporting young people who may have experienced barriers to learning or difficulties in mainstream education.

This is an excellent opportunity for professionals who enjoy working collaboratively within a supportive and ambitious team and who are committed to helping young people develop resilience, confidence, and positive engagement with education.

We are particularly keen to hear from candidates who have experience in building strong relationships with pupils, supporting behaviour and engagement, and contributing to personalised approaches that help students succeed within an Alternative Provision environment.



Job Description

Teaching and Learning

- Promote consistently high expectations of all pupils and make sure they're making good progress by offering targeted academic and pastoral support
- Identify pupils or groups of pupils who are facing learning difficulties, and put initiatives in place to address the barriers to learning they're experiencing
- Promote and support inclusion for all pupils, including those with special educational needs (SEN), English as an additional language (EAL) or with a physical disability
- Develop individual and group mentoring programmes, creating space for pupils to receive academic and personal support from staff and peers
- Role model good levels of literacy and numeracy, and encourage improvement in these areas among pupils who are struggling
- Develop action plans for pupils facing particular difficulties, and work with staff and parents/carers to put them in place
- To work with the Transition Mentor to support pupils' successful transition to the next phases of education
- To supervise pupils and engage positively with them in both structured and unstructured times.
- To maintain professional boundaries at all times by observing/upholding the values and ethos of the Trust whilst contributing to the overall vision of the organisation.





Behaviour and Safeguarding

- Work with parents/carers, pupils and staff to create open discussions about pupils' needs, the school's expectations and what appropriate support looks like
- Work with pupils to demonstrate and encourage good behaviour in line with the school's behaviour policy
- Support the physical and emotional wellbeing of pupils, encouraging confidence and self-esteem through listening to them, and through individual and group support
- Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety
- Support the attendance and punctuality of all pupils, and work to improve attendance rates where issues are identified, recognising how this links to pupils' wellbeing
- Work collaboratively with appropriate external agencies to support pupils' development and progress
- Attend daily briefing and debriefing meetings as well as other staff meetings and team training as directed by the Head Teacher.

Curriculum and Leadership

- Demonstrate enthusiasm for learning and improving skills, and model this to all pupils
- Engage with staff and school leadership to put whole-school strategies in place to support the learning of all pupils
- Liaise with families and develop good relationships with parents/carers, becoming a recognisable and approachable contact within the school
- Network with other learning mentors and local SEND/safeguarding partners to share and promote best practice
- Where appropriate, take part in absence management meetings, and communicate with parents/carers
- Take part in line management within school, and set goals for continuing professional development
- Report to the headteacher and senior leadership team on pupil progress and absence rates
- Maintain accurate and up-to-date records, and prepare written evaluations and reports



General Requirements

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.

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

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
- 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
- Free out of hours access to Horizon Academy's onsite gym
- 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.

Qualifications	Essential	Desirable
GCSE or equivalent level, including at least a grade C/grade 4 in English and maths or Any relevant support staff/mentoring qualification	X	
Level 2 Award in Mentoring		X
Level 2 Certificate in Supporting Teaching and Learning in Schools		X
T Level in Education and Early Years		X
Experience	Essential	Desirable
Working with children of the relevant age, and managing situations relating to challenging behaviour	X	
Assessing pupils' needs and barriers to learning		X
Delivering programmes for pupils with challenging behaviour, including one-to-one, small group and whole-class activities		X
Coaching and advising staff on suitable behaviour interventions		X
Working closely with families/carers		X
Working collaboratively with outside agencies and participating in meetings		X

Skills and Knowledge	Essential	Desirable
Strong listening skills and proven ability to deal with sensitive situations with integrity	X	
Proven ability to communicate effectively with adults and children, including through written and verbal communication	X	
Proven ability to create good relationships with pupils, staff and parents/carers		X
A well-developed understanding of strategies to manage and support young people with challenging behaviour in a school environment		X
Proven ability to tailor interventions to individual pupils		X
Excellent understanding of safeguarding policies and procedures, and their role in child protection		X
Proven ability to be flexible to changing workload demands and new challenges		X
Ability to use IT systems and to conduct analysis and produce reports		X
Personal Qualities	Essential	Desirable
Willingness to provide the best possible opportunities for all pupils	X	
Ability to relate to young people and act as a positive role model		X



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](#).

