



Saint Winifred's R.C. Primary School

Didsbury Road, Heaton Mersey, Stockport, SK4 3JH

Headteacher: Mrs A Duffy

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Senior Learning Mentor Level 5

At St Winifred's, as a Catholic School, our purpose is to ensure that all members of our school family live our school motto of 'Caritas- God's love in action'.

This is shown through our love of God, our love of ourselves, our love of each other and our love of the world.

St Winifred's RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service. Shortlisted candidates will be subject to an online check.

Post Title:	Senior Learning Mentor
Responsible to:	Headteacher/DHT
Hours of Duty:	30 hours (8:30am-3:30pm with 1 hour for lunch)
Grade:	Senior Learning Mentor Level5 – Scale 5 points 12-17 (Currently £26,641-£28, 770) Actual salary: £18,323 - £19,952
Closing date:	Midday on Wednesday 30th October 2024

*As Attendance Manager, act as Children's Trust Practitioner, contributing to St Winifred's Catholic Primary School being viewed as a centre of excellence for safeguarding the welfare of our pupils.

*Take a lead role in the administrative design, implementation and maintenance of support systems and procedures in the event of changes in legislation, best practice to meet the needs of the school.

*Uphold the policies, procedures and codes of practise of the school, including relating to customer care, data protection, ICT, health and safety, anti-bullying and safeguarding/child protection.

*Work alongside Headteacher, in ensuring that:

- 'Every Day Counts and Every Child Matters' at St Winifred's Catholic Primary School.
- Have a lead role in managing the Attendance of pupils.
- Support the Attendance and Engagement Team and work proactively to develop strategies to improve whole school attendance and punctuality.
- Work with safeguarding professionals to collaboratively secure pupil safety, care and well-being.

*Act on and secure compliance with policies and procedures relating to Safeguarding, Child Protection, health, confidentiality and data protection – reporting all/any concerns to the Headteacher/Deputy Designated Safeguarding Lead.

*Have a key role within St Winifred's Safer School Partnership Meetings.

*Promote and secure the attendance and achievement of key groups of pupils e.g. Looked After Children (and those 'informally' LAC), Pupil Premium and vulnerable pupils.

*Liaise with external agencies, e.g. School Attendance Improvement Service/EWO, Social Workers and Complex Case Workers, Safer Schools Partners, GMP etc.

*Ensure that all documentation produced is of a high standard, in line with 'in house' style and administrative processes that are efficient, effective and pupil centred.

*Liaise with the School Nurse and Health Care professionals when appropriate/required.

*Co-ordinate First Aid provision and ensure that training needs are met and supplies are maintained.

*Liaise with the Deputy Headteacher and SENDCO to secure continuity of education and care for pupils with significant medical needs and/or physical disability.

*As directed by line managing Headteacher, prepare Case Planning and secure Case Recording.

*Contribute to Education Health & Care Plans/TAFs, as required.

*Support co-ordination of EWO working and multi-agency liaison with appropriate external agencies, e.g. Children Services, Courts, etc.

*Manage and advise the Headteacher/AHT re: Pupil Leave of Absence Requests.

*Work alongside the Headteacher manage St Winifred's punctuality systems.

*Secure and record Minutes of Meetings (actions taken, actions needed and outcomes).

- *Ensure accurate record keeping for all interventions relating to attendance.
- *Support pupils and their families on all matters relating to pupil welfare.
- *Monitor, challenge and encourage pupils, parents and carers, in order to promote and secure pupils' attendance, confidence and progress.
- *Ensure that first day absence calls are made and responded to.
- *Co-ordinate any 'follow up' home visits for non-attending students.
- *Facilitate meetings with parents/carers and other agencies.
- *Ensure appropriate management for all re-admission and re-integration of pupils who have left or have been absent.
- *Communicate to relevant stakeholders re: attendance, punctuality and pupil welfare e.g. parents/carers, SLT and Governors.
- *Provide information for the Newsletter, when appropriate.

Application Process:

Please see the Vacancies tab on our school website for all information or email the school to request all documentation. Please email the completed CES application form to recruitment@st-winifreds.stockport.sch.uk by midday on 30th October 2024. Please refer closely to the Job Description for the role.

Shortlisting: Thursday 31st October

Interviews: Wednesday 6th November

Start date: As soon as possible

Yours Sincerely,

Mrs Duffy
Headteacher