



Victoria  
ACADEMIES TRUST

*Senior Learning Mentor, Devonshire  
Infant & Junior Academies, Smethwick*

# **Recruitment Pack**

*35 hours per week required ASAP*

*Pay scale: Grade D Point 9-17 £27,254 - £31,022 FTE Pro rata*

#BeTheBestYouCanBe

# Welcome From the CEO

## **Thank you for your interest in joining the team at Victoria Academies Trust.**

*I am delighted that you are interested in working with us. Victoria Academies Trust is a primary only trust based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school.*

*Victoria Academies Trust was set up in 2014 up with the sole aim 'to make our people the best they can be'. We are passionate about making a difference to the lives of our pupils,*

*families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.*

*We have a strong board of Trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the*

*future. This ensures that our schools are on a continual journey to the be best they can be. We currently educate over 3200 pupils across*

*the primary age range, and employ over 500 colleagues across our schools and in our Trust Central Team.*

*We may be ten schools, but our vision and values run through our Trust and we truly as a family, united in our ambition for our people 'To Be The Best They Can Be'.*

## *The opportunity:*

*We are looking to recruit a Senior Learning Mentor at Devonshire Infant & Junior Academies, Smethwick from ASAP*

*Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](http://victoriaacademiestrust.org)*

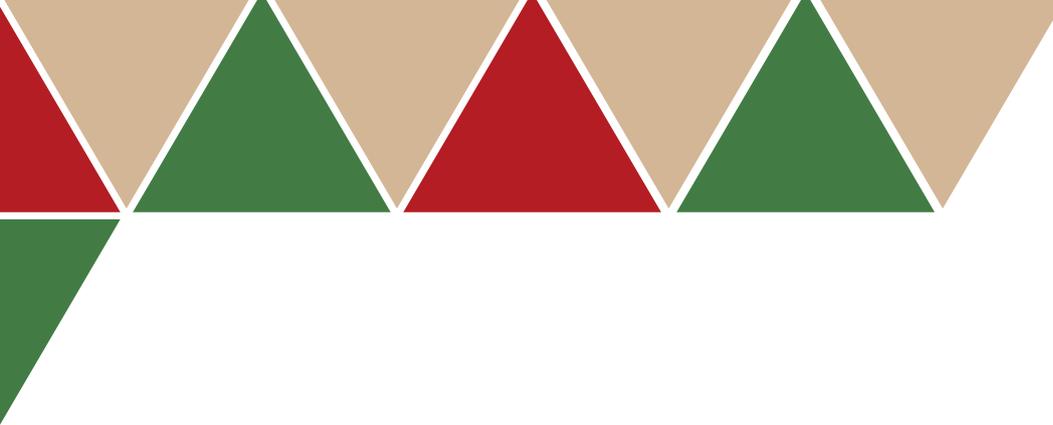
*We are committed to flexible working and are happy to have discussions with prospective candidates.*



**Sharron Philpot**

**CEO**

**Victoria Academies Trust**



# About Us

Our

## Mission

*Our mission is our reason for being - it is simply: to make our people the best they can be.*

Our people are our colleagues, our pupils, our governors and our school communities - we work with and empower our people to be the best they can be.

Our

## Vision

*Our vision is the picture we paint, the future we want to create, based on our mission.*

**We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.**

**We have a positive influence on children's lives in areas where we can make the most difference.**

**We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.**

**We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.**

**We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.**

**Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.**

# Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



## Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



## Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



## Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



## Curiosity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



## Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

# What we can offer you

Joining the Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:



## Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



## Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



## Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- Access to over 100 tailored CPD courses through a mix of flexible webinars and online or face to face opportunities
- Opportunities to network with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust – teaching and non-teaching



## Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy
- **Health and Wellness:** Access our comprehensive wellbeing and benefits scheme which includes counselling services, access to a range of health professionals, discounts on gym membership, childcare voucher scheme, cycle to work scheme and lifestyle voucher scheme
- Paid expenses in line with HMRC guidance – and access to free parking on site at our schools
- **Dedicated technology** – To enable to to fulfil your role effectively
- Dedicated shared working spaces allowing colleagues to collaborate and work in way that suits them
- Generous holiday allowance – many of our roles are term time only contracts



## Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events

**We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.**

**If you're ready to make a significant impact and grow with us, we would love to welcome you to our team**

# Our Schools, Our Journey



**2012**

Victoria Park  
Primary becomes  
Victoria Park  
Academy



**2014**

Victoria  
Academies Trust  
founded



**2014**

Rowley Park  
Academy,  
Staffordshire join  
as first sponsor  
school



**2014**

Devonshire  
Infant and Junior  
Academies,  
Sandwell join as  
converter



**2017**

Birchen Coppice  
Academy,  
Worcestershire  
join as a sponsor  
academy



**2016**

Fibbersley Park  
Academy, Walsall  
join as a sponsor  
academy



**2015**

Northfield  
Manor Academy,  
Birmingham join  
as a converter  
academy



**2018**

Foley Park  
Academy,  
Worcestershire  
join as a converter  
academy



**2019**

Poppyfield  
Academy,  
Staffordshire  
opens as our first  
Free School



**2022**

Elm Tree  
Academy,  
Sandwell opens  
as our first SEND  
Free School



**2025**

Whitehall  
Nursery & Infant  
Academy join as  
converter school  
2025



# Role Overview

## *Senior Learning Mentor*

Devonshire Infant & Junior Academies is a three form school in Smethwick which became part of the Victoria Academies Trust in 2014. We are a close-knit family of schools who share a passion for powerful, immersive and creative learning. Devonshire Infant & Junior Academies is a well-resourced school in an attractive environment.

We are seeking a compassionate, motivated and dedicated **Learning Mentor** to join our nurturing and inclusive primary school community. This is a rewarding opportunity to make a meaningful difference to pupils' academic progress, wellbeing and engagement with school life.

The successful candidate will deliver targeted learning activities and pastoral support to pupils through one-to-one and small group interventions, helping children overcome barriers to learning and achieve their full potential.

As a school, we can offer the successful candidate:

- A commitment to continuing professional development
- A supportive and hardworking staff team who are united in their drive to ensure children achieve the very best outcomes academically and socially
- Friendly and happy children who are keen and eager to learn

Devonshire Infant & Junior Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For further information please contact Mrs Elliott (Business Support

Officer/PA to Headteacher) on 0121 558 1652 or via email

[sharon.elliott@devinfacademy.org.uk](mailto:sharon.elliott@devinfacademy.org.uk)

Please return completed applications marked for the attention of Head of school Mrs Waldron, Devonshire Infant & Junior Academies, Auckland Road, Smethwick, B67 7AT or to the email address.

Closing Date: Monday 13<sup>th</sup> April at 12 noon

Interviews: Week commencing 20<sup>th</sup> April 2026

There is an expectation that candidates will be observed





# Job Description

## Responsibilities of the role

### Senior Learning Mentor – Devonshire Infant & Junior Academies

#### Position profile

School: Devonshire Infant & Junior Academies

Post title: Senior Learning Mentor

Responsible to: Head Teacher

Remuneration: Grade D Point 9 - 17

Commencement date: ASAP

#### General professional duties and responsibilities:

*To deliver targeted learning activities and pastoral support to pupils through one-to-one and small group interventions. To contribute to the monitoring and improvement of attendance, foster positive parental and community engagement, and liaise effectively with families and external professional services to support pupil outcomes.*

*The postholder is required to carry out under the reasonable direction of the Head Teacher, the professional duties of a teacher which are set out in the relevant paragraphs of the School Teachers' Pay and Conditions Document and any subsequent amendments.*

*The postholder must at all times carry out her/his responsibilities with due regard to the Trust's policies including the Equal Opportunities Policy.*

*Particular responsibilities (that do not include or imply any voluntary activities)*

#### **Note**

*1. This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher with the postholder.*

# Senior Learning Mentor – Devonshire Infant & Junior Academies

## **Key Responsibilities**

- *Deliver structured, targeted learning interventions to individuals and small groups to support academic progress.*
- *Provide pastoral support to pupils, promoting emotional wellbeing, resilience and positive behaviour.*
- *Identify and address barriers to learning, working collaboratively with teaching staff and senior leaders.*
- *Contribute to the monitoring, tracking and improvement of pupil attendance.*
- *Foster positive relationships with parents and carers to enhance pupil engagement and outcomes.*
- *Liaise effectively with families and external professional services to coordinate appropriate support.*
- *Support the development of a positive, inclusive and supportive school culture.*
- *Maintain accurate records and contribute to progress reviews and safeguarding processes.*

## **Additional duties and responsibilities**

*Support children's learning and development in line with the Early Years Foundation Stage (EYFS) curriculum and whole-school expectations.*

*Provide individual and small-group support, adapting teaching approaches to meet the needs of all learners, including those with SEND.*

*Confident to work with groups of children covering all aspects of the 7 areas of learning within the EYFS framework.*

*Support the teaching of phonics to develop children's early reading and writing skills.*

*Be prepared to take charge of a group or class in an emergency situation under the directions and control of the Head Teacher, or other designated member of staff, for a period not greater than one working day.*

*Work collaboratively as part of a team, maintaining positive relationships with colleagues, pupils and parents.*

*Assist in maintaining a safe, secure and stimulating learning environment, ensuring children's well-being and safety at all times.*

*Support personal care, social development, emotional regulation and administering first aid as required, particularly for younger pupils or those with additional needs.*

*Observe, assess and record pupils' progress, contributing to planning and delivering tailored support strategies.*

*Encourage positive behaviour management strategies in line with school policies.*

*Assist in setting up, preparing and organising resources for activities.*

*Provide support for children during transitions, lunchtimes and outdoor learning.*

*Be an effective practitioner with the ability and desire to improve their practice.*

*Have high expectations of yourself and others.*

# Senior Learning Mentor – Devonshire Infant & Junior Academies

*Have excellent interpersonal and communication skills.*

*Be highly organised, motivated and flexible with the ability to inspire and challenge children.*

*Be able to promote the vision and values of the school, demonstrating high professional standards.*

## **Support to School**

*To contribute to the development of, and maintain school policies and procedures.*

*Preparation of rooms, outdoor areas, equipment and displays.*

*To promote high standards of behaviour throughout school in accordance with our school policies.*

*Support ethos of school.*

*Maintenance of safe environment.*

## **Support to Teachers**

*Contact with parents as part of normal consultative and educational process, e.g. parents' evenings.*

*To deliver pre-planned programmes of work.*

*Planning and organisation of activities for children and support to teachers in the completion of assessment and other pupil records.*

*Undertaking duties on a rota basis during mid-morning breaks and lunchtime first aid.*

*To assist the teacher with supervision of pupils on school trips/visits.*

*Keeping materials and equipment in tidy/safe manner.*

*Liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.*

*Support the supervision of individuals/groups of pupils.*

# Senior Learning Mentor – Devonshire Infant & Junior Academies

## **Support with Curriculum**

*To contribute to the development of curriculum policies.*

*To assist in the teaching of the curriculum.*

*Support to teachers in the assessment and monitoring of pupils, in accordance with school policy.*

*Contribute to development of school policies and procedures.*

*To support individual/group work across the curriculum to raise levels of achievement and to respond appropriately to pupils.*

*Participation in working groups on curriculum matters.*

*Contribute to curriculum development as part of training days and at any ongoing review meetings.*

*Involvement in planning meetings.*

*Repair and maintenance of books and equipment.*

*Development and preparation of curriculum materials.*

*It is your responsibility to carry out your duties in line with the school's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.*

*Such other duties as may be appropriate to achieve the objectives of the post to assist the Trust in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.*

*The post holder must at all times carry out his/her responsibilities with due regard to the School's policy, organisation and arrangements for Health and Safety at Work.*

# Person Specification

## Senior Learning Mentor – Devonshire Infant & Junior Academies

	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>GCSE (or equivalent) in English and Mathematics (Grade C/4 or above).</li> <li>Relevant Level 3 qualification (e.g. Supporting Teaching and Learning, Childcare, Youth Work) or equivalent experience.</li> <li>Commitment to safeguarding and willingness to undertake further training as required.</li> </ul>	<ul style="list-style-type: none"> <li>Additional training in areas such as behaviour support, nurture approaches, safeguarding.</li> <li>First Aid qualification (or willingness to obtain).</li> </ul>
<b>Knowledge, understanding and experience</b>	<ul style="list-style-type: none"> <li>Understanding of barriers to learning and strategies to overcome them.</li> <li>Knowledge of child development and the needs of primary-aged pupils.</li> <li>Awareness of safeguarding, child protection and confidentiality requirements.</li> <li>Understanding of the importance of attendance and parental engagement in raising achievement.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of intervention programmes and impact tracking.</li> <li>Understanding of restorative or relational approaches to behaviour.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working with primary-aged children in an educational or youth setting.</li> <li>Experience delivering one-to-one and/or small group interventions.</li> <li>Experience supporting children with social, emotional or behavioural needs.</li> <li>Experience working in partnership with parents/carers to support pupil outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>Experience supporting pupils with SEND.</li> <li>Experience contributing to attendance monitoring and improvement strategies.</li> <li>Experience Liaising with external agencies and professional services.</li> </ul>

# Person Specification

## Senior Learning Mentor- Devonshire Infant & Junior Academies

	Essential	Desirable
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Ability to build positive, trusting relationships with pupils.</li><li>• Strong communication skills, both written and verbal.</li><li>• Ability to engage and work effectively with families from diverse backgrounds.</li><li>• Ability to work collaboratively as part of a team.</li><li>• Good organisational skills and ability to maintain accurate records.</li><li>• Ability to use initiative and respond flexibly to changing needs.</li><li>• Resilience and the ability to remain calm in challenging situations.</li></ul>	<ul style="list-style-type: none"><li>• Ability to analyse attendance or progress data to inform support strategies.</li><li>• Confident use of school-based IT systems</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Empathetic, patient and approachable manner.</li><li>• Commitment to inclusion and equality of opportunity.</li><li>• High expectations for pupil achievement and behaviour.</li><li>• Professional integrity and reliability.</li><li>• Commitment to continuous professional development.</li></ul>	

*This role requires a strong commitment to safeguarding and promoting the welfare of children. The successful candidate will be subject to enhanced DBS clearance and satisfactory references.*

## Safeguarding

*Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.*

## Equalities:

*Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.*

## Flexible Working:

*Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: [\*\*VAT-Flexible-Working-Policy-v1.0-.pdf\*\*](#) ([\*\*victoriaacademiestrust.org\*\*](http://victoriaacademiestrust.org))*



**Victoria Academies Trust**

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