



Learning Mentor

Job Post Details

Job Title Learning Mentor

Reporting to: SENDCo, Assistant Vice Principal

Location: CAPA College, Mulberry Way, Wakefield, WF1 2QN

Salary: Grade 6, SCP 12-18

Contract: Full Time, Permanent or Part Time Permanent

Hours: Monday-Friday, CAPA College Term Time + 5 Days

Closing Date: Wednesday 25th February 2026

Interview Date: w/c 2nd March 2026 **Start Date:** ASAP

Overall Purpose of the Post:

We are seeking a dedicated, enthusiastic and compassionate Learning Mentor to join our supportive and forward-thinking team. This is a rewarding opportunity to play a vital role in supporting student's academic progress, personal development and overall wellbeing.

As part of our student support provision, you will work closely with teachers and pastoral staff to provide guidance, encouragement and targeted support helping every learner to engage, achieve and flourish. You will offer first-line support, promoting positive behaviours for learning, and helping to remove barriers that may impact progress.

This is an exciting and impactful role. You will bring warmth, patience and approachability, alongside strong organisational skills, attention to detail and a proactive, solution-focused mindset. The successful candidate will be committed to building positive relationships with students, staff and families and will contribute positively to our inclusive College environment.

We are looking for someone who:

- Demonstrates genuine care and empathy for young people
- Has experience supporting children or young people in an educational setting
- Builds positive, professional relationships with students and staff
- Is calm, resilient and able to manage challenging situations effectively
- Communicates clearly and confidently both verbally and in writing
- Is organised, adaptable and able to prioritise effectively
- Is committed to safeguarding and promoting the welfare of children
- Works collaboratively as part of a team and uses initiative when required

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CAPA College is proud to be part of Enhance Academy Trust

About Us

CAPA College (Creative and Performing Arts College) is one of the most exciting and innovative education providers in the North of England. Every year students from across Yorkshire and beyond flock to our corner of Wakefield to pursue their dreams of becoming the next Hollywood star, Oscar-winning filmmaker, director, choreographer, entrepreneur or creative.

CAPA College provides students with intensive full-time practical training alongside the rigour of academic Arts study. Over two years of full-time study students (aged 16-19) achieve the equivalent of four A Levels, a portfolio packed with transferrable skills and all of the performance experience they need to progress to the top universities, leading national and international Arts conservatoires and professional Arts careers.

Students are enrolled on five distinct pathways: Musical Theatre: Performing Arts; Dance: Contemporary and Commercial; Drama: Stage and Screen; Film and TV Making; and Production Arts: Technical and Creative Theatre.

Since opening our doors as Wakefield's first DfE-funded Free School in September 2018 within Enhance Academy Trust, CAPA College has already established itself as one of the leading Arts education providers in the North of England.

- Ofsted 'Outstanding' (January 2022)
- 100% A*-C results (August 2024)
- Top 1% of all post-16 providers nationally for student progress
- Awards and accolades from the National Theatre, BBC, Sky TV, Arts Council England, One Dance UK, Sixth Form Colleges Association
- Graduates go on to study at the BEST universities and conservatoires including RADA, LAMDA, Arts Educational School, Rambert School, Guildford School of Acting, The Place, Trinity Laban, Urdang, Mountview and Royal Central School of Speech and Drama
- An alumnus in almost every major West End show
- Heavily oversubscribed with almost 6 applicants for every place
- The ONLY non-fee-paying, specialist Creative and Performing Arts College of this kind in Yorkshire or the North East

Would you like to be part of CAPA College as it becomes a flagship for Arts Education in the North? Are you highly motivated and have a drive to succeed? Then we would love to hear from you.

Job Description

Key Responsibilities

Main Duties

- Support provision for students with special educational needs
- To work with the SEND team to create bespoke support plans and interventions for identified students
- To support the SEND team in determining and facilitating any access arrangements that students may be eligible for
- Assist with the development and implementation of Individual Education/ Behaviour/Support/Mentoring plans
- Establish productive working relationships with students, acting as a role model
- Develop 1:1 and small group mentoring arrangements with students
- Provide information and advice to enable students to make choices about their own learning/behaviour/attendance
- Challenge and motivate students, promote and reinforce self-esteem
- Provide feedback to students (and parents where appropriate) in relation to progress, achievement, behaviour, attendance etc
- Cover classes where students are working towards a known goal, with no new material being taught

Support for Teachers

- Support students' access to learning using appropriate strategies, resources
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Monitor and evaluate students' responses and progress against action plans through observation and planned recording
- Provide objective and accurate feedback and reports as required, to other staff on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- Assist in the development and implementation of appropriate behaviour management strategies
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to college and community links
- Assist in the development, implementation and monitoring of systems relating to attendance and integration
- Clerical/admin support e.g. dealing with correspondence, compilation/analysis/ reporting on attendance, making phone calls etc.
- Contribution to staff CPD to develop staff understanding of the varied SEND needs we encounter
- Support students in taught lessons, where appropriate

Job Description

Key Responsibilities

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning
- Determine the need for, prepare and use specialist equipment, plans and resources to support students
- Provide feedback to pathway leaders about barriers students are facing to support in curriculum development

Support for the College

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the college
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Supervise students on visits, trips and out of college activities as required

Person Specification

We are looking for candidates who can:

- Promote the highest standards of the CAPA College ethos in all face to face, telephone and email communications
- Ensure a friendly, helpful and calm welcome to all attending CAPA College whilst always ensuring that safeguarding and security protocols are followed
- Contribute to the Learning and Inclusion for students at CAPA College

We are looking for candidates who:

- Are highly efficient and organised with always ensure attention to detail
- Will thrive as working as part of a team but with the ability to work independently
- Have excellent interpersonal skills, thrive under pressure and embrace change and innovation
- Enjoy working in a fast-paced, vibrant and highly creative environment
- Have a can-do positive approach to their work

Please note that this list of duties is illustrative of the general nature and responsibility of the role. It is not a comprehensive list of all tasks that the Learning Mentor will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Principal.

In return, we will offer you:

- An opportunity to make your mark in an Outstanding new Arts focused post 16 provision
- A professional and supportive team
- A personalised approach to continuing professional development
- A College that has a clear vision for improving outcomes and has student welfare and development at the centre of its ethos
- Automatic enrolment into the Local Government Pension Scheme
- Access to a Private Health and Wellbeing Package

Person Specification

Essential Desirable		
Qualifications/Training		
Level 2 Functional Skills Numeracy & Literacy or GCSE Maths & English or Equivalent	Y	
A qualification in Pastoral/Wellbeing or be willing to complete this in the role	Y	
First Aid trained		Y
Mental Health First Aid Trained		Y
Knowledge		
Good IT Skills	Y	
Good understanding and ability with Microsoft Office suite (Word, Excel, Teams) or willingness to develop skills	Y	
Willing to participate in development and training opportunities	Y	
Experience		
	Y	
Providing advice/guidance to others	Y	
Experience in student support or pastoral care, particularly in an educational or youth-focused setting	Y	
Evidence of ability to engage well with and motivate others	Y	
Competencies and Other Skills		
Strong interpersonal skills and commitment to safeguarding with the ability to build trust and rapport with young people.	Y	
Understanding of safeguarding and child protection, with a clear understanding of statutory guidance and referral procedures.	Y	
Ability to remain calm and make sound decisions under pressure, especially when responding to urgent welfare concern.	Y	
Understanding of confidentiality and data protection principles, especially when handling sensitive personal information.	Y	

How to Apply

Applications can be downloaded from our website and should be sent with a covering letter to:

- Email: recruitment@capacollege.co.uk
- Post: CAPA College, Mulberry Way, Wakefield, WF1 2QN

Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be subject to an **Enhanced DBS Check** and the following pre-employment and safeguarding checks:

- Evidence of Right to Work in the U.K
- Two satisfactory references
- Confirmation of medical fitness for employment

Please note that successful applicants will be required to comply with all Enhance Academy Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure and pre-employment and safeguarding checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time.

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