



St. Paul & St. Timothy's Catholic Infant School

South Parkside Drive, West Derby, Liverpool L12 8RP
Tel: 0151 228 2114 e-mail: admin@spst.liverpool.sch.uk
Head Teacher: Mrs Jane Griffin

Learning Mentor and Attendance Officer

GRADE: PASS 7 (points 21-25) £33,143 - £36,363 pro rata, pay award pending
Actual Salary £15,991 -£ 17,545 19.5 hrs per week 39 weeks per year
Start: 1st September 2026

We are delighted to be able to offer the opportunity to join our dedicated team.

St. Paul & St. Timothy's Catholic Infant School is a large school with a family feel. We are proud of our strong catholic ethos and expect all who work with us to support us in promoting the Gospel message and our Mission Statement 'Love - Learn - Believe - Achieve in the Spirit of Jesus'.

The Governing Body are seeking to appoint a Learning Mentor and Attendance Officer who is a committed and highly motivated practitioner to work with the team of teachers, leadership team and support staff to build on the current strengths of the school and improve the school further.

The successful candidate will:

- Have a commitment to promoting the ethos and values of our Catholic School (this does not prohibit candidates of other faiths from applying)
- Have a commitment to promoting our relationships and behaviour policy.
- Support, motivate, nurture and challenge young children.
- Have high expectations of the relationships, behaviour and progress of the children.
- Be able to establish positive professional relationships with children, parents/carers and staff.
- The ability to work collaboratively with colleagues and the self-motivation to work independently.
- Be highly motivated and work as part of a very successful team committed to the success of the school.
- Committed to making a difference and passionate about children's learning.
- Have Maths and English to at least Level 2

The main purpose of the role

To work in partnership with class teachers/SENDCO to identify children who would benefit from mentoring and support learning. To work with teachers as part of a professional team to support teaching and learning for children. To provide pastoral support for children who need help to overcome barriers to learning, particularly those who need the most help and those experiencing multiple disadvantages. To develop and implement nurturing strategies for children who need additional support. To support children and families with a range of issues such as attendance, punctuality, challenging behaviour, social disadvantages.

What we offer you:

- A happy, welcoming school.
- Lovely children, who enjoy their learning.
- A strong Catholic ethos.
- A commitment to inclusive education and providing a curriculum suited to the needs of individual children.
- A team who seek to represent our diverse society through our curriculum, resources, books and other materials.
- The opportunity to be part of a highly motivated team, who are open to new ideas.
- We have a varied and innovative curriculum.
- A caring staff that are committed to the well-being of our children.
- Parent/carer support is strong.
- A supportive and challenging Governing Body.
- A commitment to continuous professional development.
- Ongoing training opportunities through working with colleagues, other schools in our local network learning community and/or consortia, other services and online materials.

For further information and an application pack please contact the School Business Manager Alison McLeod or visit the school website link: <https://www.stpaulandsttimothys.com/vacancies/>

Please use this email to return application forms and additional information: applications@spst.liverpool.sch.uk

Please refer to the relevant job description and person specification when applying; outlining why you want to apply and what skills, qualities, attributes and experience you feel you can offer. Please address your application to Jane Griffin.

Closing date for applications: Monday 8th June 2026

Short listing: Tuesday 9th June 2026

Successful candidates will be invited to Interview on: Thursday 18th June 2026

St. Paul & St. Timothy's Catholic Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As part of our due diligence an on line search will be carried out on short-listed candidates. Appointment to this position will be subject to an enhanced Disclosure & Barring Service Checks and relevant qualification checks.

Our Safeguarding policy documents can be found on the link below.

<https://www.stpaulandsttimothys.com/safeguarding/>

This post is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and will be subject to an enhanced DBS certificate with a children's barred list check. You will also be required to complete a criminal self-disclosure form if you are short-listed for the post.