



**Post:** Learning Mentor

**Responsible to:** Deputy Principal

**Salary:** Pay Range 4, £22,785 - £25,768, pro rata, 39 weeks  
37 hours per week, term time only.

**Pension:** Local Government Pension Scheme (it will be assumed that you will be part of this scheme unless you opt out)

## **Job Purpose:**

To support the learning of students, by implementing a range of agreed strategies and interventions.

## **Main Responsibilities:**

- To plan and deliver targeted interventions, e.g. literacy, numeracy, social skills
- To be actively involved in the support and monitoring of student progress by:
  - a. Raising the level of academic achievement of targeted groups of students e.g. those in receipt of pupil premium
  - b. Devise and implement strategies to raise the academic achievement of students
  - c. Monitor the progress of pupils towards their academic targets and help students to achieve this
  - d. To be actively involved in academic mentoring
  - e. To support identified students with focused literacy, numeracy and social skills programmes
- Responsible for checking and monitoring of attendance to targeted interventions
- To monitor the attendance of pupil premium students
- Work with line manager to develop and promote strategies to raise self-esteem, and promote emotional regulation
- To maintain appropriate records to help monitor outcomes
- To produce a half termly summary of pupil progress
- Undertaking CPD and further research as required to expand own knowledge and skills base

- To contribute to the extra-curricular programme offered by the Academy
- To apply the Academy's behaviour management policy and report any difficulties
- These responsibilities might be carried out in some of the following ways:
  - a. Liaising with teaching staff to support teaching and learning
  - b. Working with parents
  - c. Induction of new pupils
  - d. Working with students on a 1:1, 2:1 or small group basis
  - e. Working across a range of settings, on and off site
  - f. To contribute to meetings through presentations and advice

Undertake any other similar duties as may from time to time be required by the Deputy Principal.

**Stephenson (MK) Trust is an Equal Opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf. An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post**

### Post: Learning Mentor

Please show, in no more than 2 sides of A4, how you believe you meet all the essential criteria listed under A (Application Form) and, where you are able, those listed under D (desirable). We will use your completed Application Form and the information contained in the up-to-two page enclosure to shortlist candidates. CVs will not be considered.

**E = Essential**

**D = Desirable**

**A = Application Form**

**I = Interview**

**T = Task**

CRITERIA		E/D	ASSESSED
<b>Experience/ Knowledge</b>	• Experience working in a challenging environment	E	A/I
	• Successful experience of working with pupils with social, emotional and behavioural challenges	D	A/I/T
	• ICT literate	E	A
	• An ability to use data to understand target setting and track student progress/apply appropriate intervention	D	A/I
	• Excellent communication skills	E	A/I
	• Training in positive handling techniques	D	A/I
	• Knowledge of SEN and impact on behaviour	E	A/I
<b>Technical job related skills</b>	• Knowledge and experience of strategies to support students with social, emotional and behavioural challenges	E	A/I/T
	• Knowledge and experience of delivering a range of interventions, e.g. literacy, numeracy, social skills	E	A/I/T
	• Ability to work on own initiative and in team	E	A/I/T
	• Ability to build strong professional relationships with students	E	A/I/T
<b>Personal job related skills</b>	• Excellent attendance and punctuality	E	A
	• Enthusiasm, personal dynamism, determination and stamina	E	A/I/T
	• Ability to keep calm and work effectively under pressure	E	T/I
	• Integrity, tact, reliability, emotional resilience, self-confidence and personal presence	E	A/I
	• A commitment to professional standards, quality and continuous improvement	E	I

<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• L2 (GCSE C or above, or equivalent in English and Maths)</li> <li>• Educated to degree level</li> <li>• Evidence of relevant further, relevant professional development</li> </ul>	E D D	A A A/I
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible with duties to respond to the Academy's needs</li> <li>• Ability to be creative and innovative in the setting up of procedures and policies</li> <li>• The ability to adapt to an ever-changing educational environment</li> <li>• A full clean driving licence and access to a car</li> </ul>	E E E E	A/I A/I A/I/T A

This Person Specification is a guide to the work that you will be initially required to undertake. It may be altered from time to time to meet changing circumstances. All members of staff are expected to carry out any reasonable instruction given by the Executive Principal or other such authorised person so as to allow for the effective running of the school. This Person Specification does not form part of your contract of employment.