

# Richard Lander School Truro



# Application Pack

## Academic Mentor - English

## Full Time

## Fixed Term

Salary: £23,000

Available from 4<sup>th</sup> September 2023

June 2023

Dear Candidate,

**Re – Academic Mentor – English - Full Time – Fixed Term – 1 year – 4<sup>th</sup> September 2023**

Please find enclosed an application form and details for the above post at this school.

**The Role:**

We are looking for passionate, driven and caring person to support students' progress in English.

As an Academic Mentor you will be employed on a fixed term 1-year contract by Richard Lander School to deliver a tailored programme of support.

You will play a key role in enabling students to build their confidence and access targeted support while developing skills and experience in a school for your future career.

If you would like to discuss the post further or arrange a visit to the school please contact Mrs Vicky Harrison, Personnel Officer on, [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk) or 01872 273750.

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be with staff and students on a mission to achieve great outcomes for all our students.

This position is full time, fixed term for 1 year available from 4<sup>th</sup> September 2023.

Please see our job description and person specification for more details of this exciting post.

**The School:**

At Richard Lander School everybody works hard and is committed to providing the best opportunities for the children in our school. We were inspected by OFSTED in 2017 and were graded as a Good school.

We hope after reading our details and person specification that you will want to join our team.

**Completed forms should be submitted to [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk) by midday on Monday 26<sup>th</sup> June 2023.**

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,



Mr Steve Mulcahy  
Headteacher

## Background for Prospective Candidates

Come and work for a great school in a great location.

### Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St. Agnes and Porthtowan as well as communities closer at hand.

### The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1500 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008.

We have an ARB for up to 15 students on site which is very much part of our school.

### Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

### The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750. The closing date for applications is **midday Monday 26<sup>th</sup> June 2023**.

Please send your completed forms to the school for the attention of Vicky Harrison, Personnel Officer [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk) or apply on-line through TES (the additional safeguarding form will also need to be completed and emailed separately to the above email address Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

### The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- In line with Keeping Children Safe in Education 2022, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

### Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jenny Griffiths, Deputy Headteacher
- Mrs Vicky Harrison, Personnel Officer

#### Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.  
We expect all our team members to share this commitment.

## Richard Lander School



### Richard Lander School Academic Mentor

<b>Closing Date:</b>	Monday 26 <sup>th</sup> June 2023
<b>Job start:</b>	4 <sup>th</sup> September 2023
<b>Salary:</b>	£23,000
<b>Contract type:</b>	Fixed Term
<b>Contract term:</b>	1 year
<b>Responsible to:</b>	SLT
<b>Direct supervisory responsibility:</b>	No
<b>Indirect supervisory responsibility:</b>	No
<b>Important Functional Relationships:</b>	<u>Internal:</u> Headteacher, Deputy Headteachers, SENDCo, ARB Lead Teacher, Assistant Headteachers, Pastoral Managers, LRSC staff team, Safeguarding officers & Attendance officers, Effective Learning Mentor. <u>External:</u> Governors, parents / carers, LA, outside agencies.

#### **Main purpose of the job:**

We are looking for passionate, driven and caring person to support students' progress in English.

As an Academic Mentor you will be employed on a fixed term contract by a school to deliver a tailored programme of support, unique to each student.

We are looking for Secondary specialists in:

- Maths
- English

Your main responsibility in this role will be delivering support to around 50 pupils in the format of

- Small group work
- One-to-one support
- Revision lessons (in groups or one-to-one)

To support this, you will also be expected to

- work with SLT in the school to identify which pupils need 1:1, 1:2 or 1:3 support packages
- identify learning gaps and helping to shape a bespoke intervention programme for students
- deliver engaging sessions, to support a range of learning styles with clear learning objectives
- manage behaviour of students
- differentiate sessions in line with student's ability, taking into account any barriers to learning or additional needs
- derive measurable outcomes from each session to track progress
- demonstrate safeguarding standards in all practice

You will play a key role in enabling students to build their confidence and access targeted support while developing skills and experience in a school for your future career.

**PERSON SPECIFICATION: Academic Mentor**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Relevant Experience</b>	<p>Previous experience working with young people.</p> <p>Demonstrate a willingness to work with children and parents, engage with education / or in an educational setting.</p>	Experience of teaching within the KS3 & 4 curriculum.	<p>Application form.</p> <p>Interview.</p>
<b>Education &amp; Training</b>	<p>Qualified Teacher Status or Graduate with 2:2 Degree or higher (or UK equivalent)</p> <p>Must have Level 4 (Grade C) or above in GCSE Maths and English equivalent</p>		Application form.
<b>Special Knowledge &amp; Skills</b>	<p>Ability to plan and evaluate interventions.</p> <p>Data analysis skills, and the ability to use data to inform provision planning.</p> <p>Effective communication and interpersonal skills.</p> <p>Ability to build effective working relationships.</p> <p>Ability to influence and negotiate.</p> <p>Good record-keeping skills.</p>		<p>Application form.</p> <p>Interview.</p>
<b>Any Additional Factors</b>	<p>Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school.</p> <p>Commitment to equal opportunities and securing good outcomes for pupils.</p> <p>Ability to work under pressure and prioritise effectively.</p> <p>Commitment to always maintaining confidentiality.</p> <p>Commitment to safeguarding and equality.</p> <p>Team player who is adaptable and an effective communicator.</p> <p>Self-motivated and able to work constructively, and with minimum supervision, as well as part of a team.</p> <p>Has a positive outlook, sense of humour and a patient &amp; friendly approach.</p>	<p>Extra-curricular talent or skill that could enhance the learning environment.</p> <p>Has an excellent attendance record.</p>	<p>Interview.</p> <p>References.</p>

	Is always courteous and professional.		
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**Reviewed and updated: Jan 2022**

All candidates for this post must be in a position to secure a reference from their current Headteacher or Senior Line Manager (if working for Advisory Service or LA) which endorses their achievements, skills and attributes and recommends them for this position.

#### **Special Conditions related to the post**

*The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information  
 Receipt of two satisfactory employer references one of which must be from your current or most recent employer  
 Satisfactory verification of relevant qualifications  
 Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

<b>How to apply:</b>	Complete the relevant applications form, equal opportunities form. Please note that applications will not be accepted unless on the attached application form or TES Quick Apply Application, along with a separate Safeguarding Self-declaration form. CVs are not accepted. Please complete an application form and additional safeguarding Form in full and return to: <a href="mailto:vharrison@richardlander.cornwall.sch.uk">vharrison@richardlander.cornwall.sch.uk</a> or apply on-line on TES.
<b>Contact details:</b>	Address: Mrs Victoria Harrison Personnel Officer Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750
<b>Closing date:</b>	<b>The closing date for this position is Midday on Monday 26<sup>th</sup> June 2023</b> Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.