

# **CIRENCESTER KINGSHILL SCHOOL**

**JOB TITLE:** Catch-Up Learning Mentor

**LOCATION:** Cirencester Kingshill School – 11 – 16 Secondary School

**HOURS:** 27 hours and 55 minutes per week at the following times:

9.10 am – 3.10 pm Monday – Friday, to include a 20 minute paid break (if working more than 4 hours per day) and a 25 minute unpaid lunch break at times agreed with the Line Manager.

**GRADE:** F

**RESPONSIBLE TO:** The Deputy Head and through the Deputy Head, to the Head and Governors.

**LINE MANAGER:** Deputy Head

**RESPONSIBLE FOR:** None

## **JOB PURPOSE**

To support identified pupils with their learning needs in order to enable them to make increased rates of progress.

## **1. KEY TASKS**

- Work with teaching staff to plan and deliver intervention sessions with identified pupils to support their learning.
- Feedback to teaching staff with regards to progress and concerns
- Communicate effectively with parents/carers where necessary.
- Assist pupils in being organised and ready to learn.
- Support identified pupils in class to access their learning.

## **2. QUALIFICATIONS/EXPERIENCE REQUIRED**

The post holder must be qualified to a minimum level of GCSE Grade 4 (C) in English and Mathematics (or above) or hold a relevant equivalent qualification.

Experience of working with secondary age pupils would be an advantage.

## **3. SUPERVISORY RESPONSIBILITY**

None

## **4. SUPERVISION RECEIVED**

Classroom Teacher/Designated Supervisor.

## **5. PRINCIPAL CONTACTS**

Pupils, Classroom Teacher/Supervisor, Classroom Assistant, Other Professional Groups, General Assistants, Parents.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Job descriptions are to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with the Line Manager or the Headteacher.

## **Other Conditions**

### **Holiday entitlement**

The post is part time, term time, excluding Inset days which totals 43.41 weeks of the year. This includes 24.5 days paid holiday rising to 29.5 days after 5 years continuous service plus statutory holidays. Holidays must be taken during the school holidays.

### **Claims/Time off in Lieu**

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

### **Resignation**

A resignation period of 1 month is required.

### **Disclosure & Barring Service**

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case will be reviewed before 1.4.22.

Post Holder Sign: ..... Date:.....

Please print your name.....

Line Manager Sign..... Date:.....

Please print your name .....

October 2021