

JOB DESCRIPTION

Department:	Education
Section:	Frome College
Job Title:	KS4 English/literacy Learning Mentor - Catch Up Programme
Reports To:	Assistant Principal
Main Purpose of Job:	
To support small groups of students in Years 9 – 11 whose academic progress may have been adversely affected by the coronavirus pandemic.	
Main Responsibilities and Duties:	
<p>Under the direction of the teacher:</p> <ul style="list-style-type: none"> • Deliver learning support individually and in groups through a range of tasks focused around helping them succeed in English/literacy. • Assist students in completion of homework, coursework, and other intervention tasks. • Focusing support in areas needing improvement, both academic and social • Supporting pupils to use ICT and other equipment to enhance learning • Motivating and encouraging pupils to concentrate and to fulfill tasks • Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum. • Promote and reinforce pupils' self-esteem, appropriate behavior, and levels of effort. • Assist teaching staff in the development of learning strategies by the preparation of resources and maintaining a safe and suitable learning environment. • To provide care and supervision of pupils within the classroom, within the school and, where appropriate, outside the school. There will be a requirement to work with pupils, either individually or in groups, who have some special educational needs, learning difficulty, or who exhibit occasional behavioral problems. • Break / lunch duties as required. 	
Facts and Figures:	
Frome college has approx. 1300 students on role, approx. 200 staff.	
Physical Effort and Working Conditions:	
<p>Use of ICT to research, produce and/or amend and update resources as necessary.</p> <p>Classroom and small group work as well as individual work</p>	
Contacts and Relationships:	
Working with small groups of students, strong communication skills, patience and empathy is vital for this role.	
Knowledge, Skills, and Experience:	
5+ GCSE A-C (inc English and Maths) or equivalent.	

The ability to communicate effectively and in a variety of ways, with people at all levels.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date: