



Lord Grey Academy
Lord Grey Can



LEARNING AND BEHAVIOUR MENTOR

Fixed term contract until 31st August 2025

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





Lord Grey Academy
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Advertisement

LEARNING AND BEHAVIOUR MENTOR

Fixed term contract until 31st August 2025

**Hours of Work: 8.00am – 4.30pm Monday – Thursday
8.00am – 4.00pm Friday**

**39 weeks per year – Term time plus training days
Plus 53 additional hours to be worked during the school holidays**

**Tove Learning Trust Band F: £23,893 - £24,294
Actual annual starting salary: £22,658 per annum**

This is a non-teaching role.

We are seeking to appoint an enthusiastic and dedicated Learning and Behaviour Mentor. There are four main components to this role:

- to organise and carry out intervention work with identified individual students or sub-sets of students;
- to carry out and deliver intervention work with identified students;
- to help and support the Inclusive Learning team with regards to student behaviour and progress;
- to offer cover in our Learning Support Centre, ensuring a calm but firm atmosphere prevails.

The successful candidate will be able to form positive relationships with students of all ages and have a calm, purposeful, approachable and friendly manner, and be able to encourage good behaviour through a pleasant but firm manner.

The role will involve basic data analysis to present information to students and parents if required. There will be liaison with faculties regarding coursework or revision work to form part of the intervention.

The successful candidate will be competent in the use of Microsoft Office/Google Suite applications, be well organised, able to multi-task and prioritise.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Details on how to apply for this post are in the How to Apply Section of this booklet. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: *Why work at Lord Grey?*

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to hr@lordgrey.org.uk by 9am on Wednesday 9th October 2024. Interviews to be held on Friday 18th October 2024.

Only successfully short listed candidates will be contacted.





Lord Grey Academy

Lord Grey Can



Join an Academy part of a highly supportive and growing MAT. Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. We achieved our GOOD OFSTED status in Summer 2022. Since then we have gone from strength to strength with improving GCSE and level 3 results; a football partnership with Paris St- Germain and winners of MK Inspiration Awards 'Inspiring Secondary School' 2023 and MK Educations Awards 'Secondary School of the Year'; 'Maths Team of the Year' and 'Lifetime Achievement Award' November 2023. The right candidate will join us on our exciting journey and enable us to continue to provide a great education for our amazing students as we prepare them for adult life. We have a strong collegial team who create a real atmosphere of collaboration and community who embody - Lord Grey Can!

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.



JOB DESCRIPTION

Role: Learning & Behaviour Mentor
Responsible to: Assistant Principal – Inclusive Learning
Based at: Lord Grey Academy
Grade: Grade F, points 6 to 7

Job Context

To work from Inclusive Learning Faculty under the direction of the Team Leader for our Learning Support Centre to organise and carrying out intervention work, to help and support the Inclusive Learning Team and to offer cover in our Learning Support Centre.

The various duties are organised on a rota basis so that it is clear which element of the job takes priority at any given time. You will be well organised, able to multi-task and prioritise. You will be an excellent time manager and will be able to form positive relationships with students of all ages. You will have presence around the academy and a calm, purposeful, approachable and friendly manner. You will be good at basic data analysis, in order to thrive in the 'intervention' role, and will be able to present information to students and parents if need be. You will be able to liaise with faculties over coursework or revision work as part of an intervention role and will be good at communicating with staff about students. You must be good with working with young people and be able to encourage good behaviour through a pleasant but firm manner.

Key Responsibilities

1. Organise and carry out intervention work with identified individual students or sub-sets of students
2. Help and support the Inclusive Learning team with regards to student behaviour and progress
3. Offer cover in our Learning Support Centre, ensuring a calm but firm atmosphere prevails
4. Other duties

Job Description

Responsibility area 1 - Organise and carry out intervention work with identified individual students or sub-sets of students

- 1) As a member of our intervention team implement strategies that maximise student achievement
- 2) Support the co-ordination of coursework catch up and revision work across the academy
- 3) Develop links with tutors and subject teachers to seek their advice for strategies and resources that improve student attainment
- 4) Contribute to drawing up an individual action plan for each student you are working with
- 5) Raise students' awareness and understanding of their target grades
- 6) Encourage students by helping them with their work, teaching them study skills and offering appropriate guidance and advice
- 7) Support students in the completion of coursework
- 8) Support students in Reset with the completion of ASDAN units of work
- 9) Be responsible for delivering SEND interventions
- 10) Monitor the progress of targeted students on a weekly basis and to provide progress reports
- 11) Maintain records of involvement with targeted students and their parents
- 12) Research, organise and maintain the collection of resources to support student learning



Responsibility area 2 - Help and support the Inclusive Learning team with regards to student behaviour and progress

- 13) Help with general supervision on behaviour around the academy site
- 14) Work in the Reset provision
- 15) Run lunch-time and after school Study Skills Club sessions or another appropriate club

Responsibility area 3 Offer cover in our Learning Support Centre, ensuring a calm but firm atmosphere prevails

- 16) Work with Learning Support Centre students as directed and support in the Learning Support Centre

Responsibility area 4 Other Duties

- 17) Be part of the Academy's Safeguarding Team
- 18) Monitor attendance of targeted students and develop strategies to improve their attendance in liaison with Heads of Year and pastoral team
- 19) Develop appropriate contact with parents of targeted students and keep them involved with the focused work of their youngsters
- 20) Prepare information for parents on study skills, learning strategies and intervention plans
- 21) Contribute to our duty team rota
- 22) Help to organise and attend holiday revision and booster sessions
- 23) Contribute regularly to the Newsletter to raise the profile of the academy's learning strategies and intervention strategies
- 24) Create attractive displays around the academy on learning tips
- 25) To ensure the effective implementation of the academy's Equalities Policy, Safeguarding and Child Protection Policy
- 26) Participate in training and other learning activities and performance development (including first aid certificate) as required
- 27) To comply with any other reasonable requests from the Principal when there are exceptional circumstances
- 28) To undertake such duties as may from time to time be reasonably assigned by the Principal

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.



PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable	How evidenced
Educated to GCSE level or above; GCSE English and Maths at Grade C; 5+ A*-C at GCSE level or equivalent	✓		A
Experience of working in a secondary school		✓	A
Experience and Knowledge	Essential	Desirable	How evidenced
Experience of working with young people	✓		A I
Have a working understanding of the range of support mechanism and opportunities that exist for students and mentors	✓		A I
Previous supervision or teaching experience		✓	A R
Experience of working in a high pressure situation, in which initiative, multi-tasking and excellent organisational skills were needed	✓		A I
Knowledge of how to de-escalate situations and remain calmly assertive	✓		A I
First Aid at Work qualification		✓	A I
Abilities and Skills	Essential	Desirable	How evidenced
Work well in a team, co-operate with/support colleagues	✓		A I
Able to stay calm even if working with difficult students	✓		A I
Ability to motivate others	✓		A I
Good communication skills (written and oral)	✓		A I R
Ability to show sensitivity and exercise confidentiality	✓		A I R
Commitment to uphold the academy's Equalities Policy, Safeguarding and Child Protection Policy	✓		A I R

A – Application form I – Interview R – Reference