



STEPHENSON TRUST

JOB PROFILE

POST TITLE: Learning Mentor – Numeracy and Assessment

LOCATION: Stephenson Academy

RESPONSIBLE TO: Lead Learning Mentor

SALARY: Pay Range 3 £28,282-30,296 FTE, £24,435-£26,291 Pro-rata, 39 weeks (TTO) 37 hours per week, Monday to Friday

JOB PURPOSE

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

PRINCIPAL ACCOUNTABILITIES

Main Responsibilities:

- To plan and deliver targeted interventions, e.g. literacy, numeracy, social skills
- Develop the skills and aptitudes of students who struggle to access the full National Curriculum through academic mentoring, support and short-targeted interventions, helping to manage and monitor students on that provision.
- Meet regularly with head of maths to report on the progress of identified students, within the agreed monitoring and tracking procedures.
- To be actively involved in the support and monitoring of student progress by:
 - Raising the level of academic achievement of targeted groups of students e.g. those in receipt of pupil premium
 - Devise and implement strategies to raise the academic achievement of students
 - Monitor the progress of pupils towards their academic targets and help students to achieve this
 - To be actively involved in academic mentoring
 - 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:
 - Liaising with teaching staff to support teaching and learning
 - Working with parents
 - Induction of new pupils
 - Working with students on a 1:1, 2:1 or small group basis
 - Working across a range of settings, on and off site
 - To contribute to meetings through presentations and advice

 - To coordinate the online provision – Century Tech - and monitor the engagement of pupils.
 - To liaise with teachers to ensure appropriate work is available for pupils and monitor assessment reports.
 - To liaise with tutors to contact parents with disengaged pupils.

 - To coordinate the virtual lesson provision and monitor the engagement of pupils.
 - To liaise with teaching staff to monitor the teaching provision in virtual lessons.
 - To liaise with tutors to contact parents with disengaged pupils.
 -

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



**STEPHENSON
(MK) TRUST**

STEPHENSON TRUST

PERSON SPECIFICATION

Post: Learning Mentor – Numeracy and Online Provision

E = Essential, D = Desirable, A = Application Form, I = Interview, T = Task

| CRITERIA | | E/D | ASSESSED |
|---|---|------------|-----------------|
| Experience/ Knowledge | • 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 |
| Technical job related skills | • 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 |
| | • | | |
| Personal job related skills | • 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 |

| | | | |
|-----------------------------------|--|------------------|--------------------------|
| | <ul style="list-style-type: none"> • A commitment to professional standards, quality and continuous improvement | E | I |
| Educational Qualifications | <ul style="list-style-type: none"> • L2 (GCSE C or above, or equivalent in English and Maths) • Educated to degree level • Evidence of relevant further, relevant professional development | E D D | A A A/I |
| Other Requirements | <ul style="list-style-type: none"> • Willingness to be flexible with duties to respond to the Academy's needs • Ability to be creative and innovative in the setting up of procedures and policies • The ability to adapt to an ever-changing educational environment • A full clean driving licence and access to a car | 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.