

## **CIRENCESTER KINGSHILL SCHOOL**

**JOB TITLE:** Learning Mentor

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

**HOURS:** 30 hours and 25 minutes a week at the following times (not including unpaid breaks):

8.40am – 3.10pm three days per week & 9.30am – 4.00pm two days per week, Monday – Friday.

These hours include a 20 minute paid break (if working more than 4 hours per day) and a 25 minute unpaid lunch break each day, at times agreed with your Line Manager.

**SALARY GRADE:** F

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

**LINE MANAGER:** Deputy Headteacher

**LINE MANAGER FOR:** None

**OTHER PEOPLE JOINTLY RESPONSIBLE FOR:** None

### **JOB PURPOSE**

Primarily to lead the support programme for pupils who missed out on learning as a result of COVID disruption, or are on the Pupil Premium List and at risk of underachievement through a lack of engagement in learning, including having poor attendance and/or low aspirations. The Learning Mentor will work to develop engagement and improve the attendance and progress of identified pupils through the key tasks outlined below:

### **1. KEY TASKS**

Under the guidance and direction of the Deputy Headteacher:

- Providing support and guidance to pupils by identifying and supporting the removal of barriers to learning in order to promote effective participation and as appropriate, provide feedback to pastoral and subject staff.
- To act as mentor/advocate for Pupil Premium pupils and others identified as being in danger of underachieving, as appropriate.
- Coordinating and leading opportunities for an 'Aspirations programme' including visits to – and from - employers, FE and HE institutions.
- To coordinate support for pupils eligible for the Service Premium.
- Coordinating and leading the delivery of an effective mentoring programme, including group sessions, and, where appropriate, 1:1 sessions, to support pupils' progression and action planning.
- Coordinating and leading the delivery of catch-up provision for identified pupils. This will include liaison with their teachers and small group support sessions.
- To build and maintain effective communication with parents/carers to help coordinate – and review – the impact of the support that is in place.

- Developing effective systems for implementing, monitoring and evaluating the impact of work undertaken, including reference to a range of school data around attendance, progress and behaviour, and developing case studies as appropriate.
- Building close liaison with the relevant Head of Year and Careers Coordinator to ensure that identified pupils are making appropriate and informed choices regarding their future choices and that they are supported through educational transitions.
- Support and manage supervision of the Inclusion Room, as directed.
- As appropriate, providing written reports to staff and governors on progress and success.

## **2. QUALIFICATIONS/EXPERIENCE**

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

The post would suit applicants who may be considering a career in teaching or have experience of working with young people of secondary age in other settings outside of education.

## **3. SUPERVISORY RESPONSIBILITY**

Under guidance of the Deputy Headteacher, to support the work of other members of the Inclusion team

## **4. PRINCIPAL CONTACTS**

Pupils, Parents, Classroom Teachers/Supervisor, Heads of Year, Other Professional Groups as appropriate.

This job description is 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 your 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 holiday periods.

Involvement in 2 Inset days during the school year is needed (September and November) and will be paid on a claims basis.

#### **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 and 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 .....

January 2022