



Learning Mentor FTC Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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Learning Mentor – Fixed Term Contract

Start Date: As soon as possible

Fixed Term until the end of the academic year. Part time, 32.5 hours a week, start time 8.30am, finish time 3.30pm (includes a half hour unpaid break). Monday to Friday, term time only

Actual salary £18,000 - £19,500pa depending on experience

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We are looking for an enthusiastic and reliable individual to join our Raising Achievement team and support the progress and development of our students through high quality academic mentoring. This will involve the provision of personalised support either one-to-one or in small groups for students at Key Stage 3 and GCSE.

You will:

- Work with the Raising Achievement Manager and subject teachers to devise and deliver appropriate support packages for students to help them with revision or subject specific catch-up work
- Provide students with strategies to help them with confidence building and improvement of organisational and time management skills.
- Be a listening ear for individual students and help them resolve any issues that are creating barriers to learning.

We are looking for a team player, with a willingness to acquire an understanding of the educational objectives and ethos of the school. You should be able to build positive and supportive relationships with students and have the confidence to communicate with staff, students and parents/carers. If you enjoy working in an environment where no two days are the same, then we would love to hear from you. If you are a graduate this role would give you a fabulous opportunity to experience life working in a school before considering an application to train to teach with our teacher training partnership.

For further information about this role and to complete a **Support Staff Application Form** please refer to our school website www.furzeplatt.com. Application forms should be returned to kiran.smith@furzeplatt.net. Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: Monday 26th September at midday
Interviews will take place as soon as is practicable

Learning Mentor

Job Description: Learning Mentor

Line Manager:	Raising Achievement Manager
Main Purpose of Role:	To assist and support the Raising Achievement Manager in ensuring the greatest possible progress and development of students, through high quality academic mentoring. To provide personalised support either 1-to-1 or in small groups to students who would benefit from more personalised support either in the form of occasional monitoring meetings or through regular timetabled time.
Main Responsibilities: <ol style="list-style-type: none"> 1. To provide targeted academic mentoring and support for under-achieving and/or Pupil Premium students at GCSE and KS3. 2. To interview targeted students to assess their specific needs. 3. To work with the Raising Achievement Manager to devise appropriate support packages for individual students. 4. To liaise with subject teachers to gauge required support for students in their classes and obtain appropriate resources. 5. To plan and deliver appropriate activities for students, including but not limited to revision or subject-specific catch-up work based on feedback from class teachers. 6. To work with students and provide them with strategies to help them with confidence-building and improving their organisational and time management skills. 7. To liaise with parents, keeping them informed of the personalised support package being delivered for their child. 8. To set up and maintain accurate records in line with guidelines on named students which measure the impact of any intervention and where necessary to support the spending of Pupil Premium payments. 9. To provide students with strategies which promote learning, good behaviour, better social skills and well-being. 10. To listen to and help students resolve any issues that are creating barriers to learning. 11. To ensure the Raising Achievement Manager is informed immediately of any concerns in relation to the students mentored and supported. 	
OTHER	
<p>This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.</p> <p>I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.</p>	
Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification: Learning Mentor

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 good GCSEs including English & Maths at Grade C or above (or equivalent). A Levels or equivalent, CACHE Level 3 Award and Certificate in Supporting Teaching and Learning in Schools (or equivalent). Basic knowledge of Microsoft Office. Eligible to work in the UK. 	✓ ✓ ✓	 ✓ ✓	Application form
Experience of: <ol style="list-style-type: none"> Working with or interacting with children and/or young people. Working in an educational environment. Working within the demands of a school's examination system. 	✓ ✓	 ✓	Application form and interview
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> Be willing to develop an awareness of and support difference and ensure that pupils have equality of access to opportunities to learn and develop. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person. A willingness to acquire an understanding of the educational objectives and ethos of the school. Able to relate sympathetically to young people. Capable of rapidly forming constructive relationships with students. Able to communicate effectively and confidently with staff and students. Able to work well under pressure and be decisive in a busy school environment. Ability to work with a minimum of supervision and within a team. Strong organisational skills and able to manage own time, prioritise and use initiative. High levels of honesty and integrity. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
Other: <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. 	✓ ✓		DBS Process References