



FROGMORE

COMMUNITY COLLEGE



LEARNING MENTOR - ENGLISH
CANDIDATE INFORMATION



WELCOME TO OUR SCHOOL

Dear Candidate

I am delighted that you have shown an interest in the role of Business Manager at Frogmore Community College.

At Frogmore, we believe that every student can flourish, given the right environment, support and challenge. As a relatively small school, with 739 students on roll, we care deeply about the achievement and wellbeing of every individual. Ofsted captured this ethos when they visited in January 2017, stating: "You have successfully established a culture in which everyone works tirelessly to improve pupils' outcomes. You are tenacious in your pursuit of excellence, while balancing your drive with the wellbeing of staff and pupils."

Leadership at Frogmore Community College is strong. Our Senior Leadership Team is united by a shared commitment to achieve the very best for every child. Regular and supportive line management, coupled with high levels of professional trust, mean that our exceptional team of middle leaders are proactively engaged in driving the school forward. Our small size leads to high levels of consistency and relationships in the school are incredibly positive. We are not complacent, however, and continuously seek to improve.

As our new Business Manager, your insight and input in identifying and triggering these improvements will be vital. We are looking for an inspiring and experienced leader who is up for the challenge of making a real and positive impact. Your influence on the school will be significant. Your attention to detail will be coupled with a willingness to 'get stuck in' to every aspect of school life. You will be joining a school with a strong reputation for the care it shows to every child and family. The right candidate will find this appointment extremely rewarding and a fantastic opportunity to develop their own career and make a difference in our community.

I actively encourage you to visit us for an informal tour. You will get a much better sense of who we are and what we are about. To arrange this, please contact reception on 01252 408444.

As you can probably tell, Frogmore Community College means a lot to me. I am excited about adding to our wonderful team and look forward to working closely with the new Business Manager as we set the direction for the next phase in the school's journey. If you are similarly excited by this, then I very much look forward to receiving your completed application.

Yours faithfully

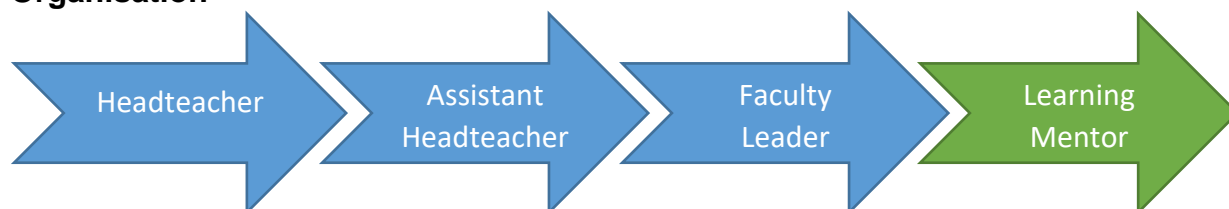
Chris Vaudin

Headteacher

Job Description for Learning Mentor (English)

Role Title	Learning Mentor - English
Role Purpose	<ul style="list-style-type: none"> Under the direction of the subject leader, work with individuals or small groups of students to support their progress in English Mentor and support identified students in 1:1 or small group tutoring sessions within and outside of the school day to boost their progress in English Support in English lessons, engaging identified students in their work in support of the class teacher Communicate with teachers about students' progress in intervention sessions Support the management of student behaviour within lessons, ensuring there is a positive learning environment for all, using the school behaviour policy Provide support for students with additional needs in the absence of learning support assistants Establish productive working relationships with students, acting as a role model Challenge and motivate students, promoting and reinforcing self-esteem Contribute to improving outcomes for all students Support the English team in the completion of administrative tasks Work collaboratively within the support staff team and across the school
Reporting To	Communication Faculty Leader
Working Time	Part Time – 21-28 hours per week (2-3 days), 39 weeks per year
Salary/Grade	Hampshire Support Staff Grade C
Disclosure Level	Enhanced

Organisation



Accountabilities

Accountability	Expectations
Safeguarding, Student Safety and Wellbeing	<ul style="list-style-type: none"> Be fully committed to safeguarding and promoting the welfare of children Undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. To attend all Safeguarding and Child Protection statutory training, as required Adhere to Safeguarding policies and procedures and the Staff Behaviour Policy, upholding professional standards at all times Demonstrate empathy and kindness towards students and fellow staff
Operational/ Strategic Planning	<ul style="list-style-type: none"> Assist in the development of appropriate syllabuses, resources, schemes of learning and teaching strategies for improving student health, safety and wellbeing Contribute to whole school planning activities, including interventions
Professional Development	<ul style="list-style-type: none"> Take part in the school's staff development programme by participating in arrangements for further training and professional development Continue personal development in relevant areas

	<ul style="list-style-type: none"> Engage actively in the Individual Performance Planning process
Quality Assurance	<ul style="list-style-type: none"> Contribute to the process of monitoring and evaluation in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
Management Information	<ul style="list-style-type: none"> Maintain appropriate records and provide relevant accurate and up-to-date information for monitoring purposes
Communications	<ul style="list-style-type: none"> Communicate effectively with the parents of students, as appropriate Where appropriate, communicate and co-operate with persons or bodies outside the school Follow agreed policies for communications in the school
Management of Resources	<ul style="list-style-type: none"> To assist in the preparation of resources and displays as directed by subject staff or senior leaders when not being utilised for cover To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students
Health & Safety	<ul style="list-style-type: none"> In accordance with the provisions of the Health and Safety at Work Act 1974, take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. Co-operate with the school to enable the school to perform or comply with its duties under statutory health and safety provisions. All employees are required to participate in the school's accident/incident reporting systems and to comply with procedures and techniques for managing risks.

Other:

In addition to the above, we expect all staff to adhere to all school policies, attend and participate in staff meetings as required and make your own contribution to the community life of the school. Employees are expected to be courteous to colleagues and welcoming to all, in person, on the telephone or in written correspondence.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the school.

Frogmore Community College is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Frogmore Community College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Learning Mentor (English) - Person Specification

Key: App – Application Form Ref – Reference SP – Selection process. This could include a range of exercises, including an interview.		
QUALIFICATIONS		
Good standard of general qualifications, including GCSE English at grade C or higher (or equivalent qualification in English)	Essential	App/Checking at interview
Further qualification in English (A level, degree)	Desirable	App/Checking at interview
Commitment to further professional development	Essential	App
Further qualification in a related area	Desirable	App
EXPERIENCE, KNOWLEDGE AND SKILLS		
Relevant experience in education	Desirable	App/SP/Ref
Ability to motivate and encourage pupils	Essential	App/SP/Ref
Ability to use ICT	Essential	App/SP/Ref
Ability to provide support to children of a developmental and empowering nature	Essential	App/SP/Ref
Work with due regard to confidentiality	Essential	App/SP/Ref
PERSONAL & PROFESSIONAL QUALITIES		
Self-Awareness: Emotional self-awareness; accurate self-assessment	Essential	SP
Social Awareness: Emotional intelligence; organisational awareness; understanding of appropriate professional behaviours in self and others; excellent presentation and communication skills	Essential	SP
Self-management: Emotional self-control; transparency; adaptability; resilience; initiative; optimism	Essential	SP
Relationship Management: Leadership potential; sense of humour; conflict management; team work and collaboration; warmth	Essential	SP
SPECIAL WORKING CONDITIONS		
School operates a no smoking policy	Essential	SP
To attend any training as deemed appropriate	Essential	SP
Agreement to the Governing Body undertaking a Disclosure & Barring Service check	Essential	SP
Experience of and commitment to effective inclusion and safeguarding strategies and practices	Essential	SP
Work in ways that promote equality of opportunity, participation, diversity and responsibility	Essential	SP



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