



Job Description	
JOB TITLE	Personalised Learning Mentor
PHASE	Secondary
REPORTING TO	Deputy Principal
Job Purpose	
To enable small groups of students to succeed in education by providing a learning environment which allows for successful outcomes.	
Duties and Responsibilities	
<ul style="list-style-type: none"><li>• Research, plan and deliver lessons for small groups, addressing individual learning needs across the curriculum to promote positive outcomes for pupils and motivate towards expected levels or progress.</li><li>• Establish productive working relationships with pupils and parents, acting as a role model and setting high expectations.</li><li>• Challenge and motivate pupils, promote and reinforce self-esteem. Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.</li><li>• Promote independence and employ strategies to recognise and reward achievement and development.</li><li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li><li>• Maintain the management of pupil.</li><li>• Demonstrate care and support of pupils, addressing their pastoral as well as academic well-being, mentoring pupils to overcome barriers to learning and progress.</li><li>• Support the maintenance of pupil safety and security at all times.</li><li>• Support the use of IT in the classroom, enabling access to the curriculum for pupils.</li><li>• Liaise with admissions team for new pupils who are not able to access a full curriculum.</li><li>• Supervise pupils in lessons and at unstructured times including break/lunch times.</li><li>• Keep appropriate records and feedback to Line Manager in order to inform planning.</li><li>• Invigilate internal/external exams where support is needed.</li><li>• Attend recognised training as suggested by your line manager.</li><li>• Attend non-pupil days/evenings as directed by the Principal.</li><li>• Work closely with the House Teams and other school agencies to support the students' needs.</li><li>• Liaise with Teaching staff to ensure Academy curriculum is followed.</li><li>• Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Personalised Learning Manager.</li><li>• Carry out any other tasks as directed by the Principal or your Line Manager.</li></ul>	



### Generic Duties relevant to all members of Staff

#### Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

#### Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and professional growth management procedures

#### Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

#### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be asked to work across site within the Trust and you should expect to travel between sites as required.

#### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely



#### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post. I understand and agree to the job description of a Personalised Learning Mentor.

Name:

Signed:

Date:



PERSON SPECIFICATION

	Essential	Desirable
Ability to relate well to a diverse group of young people	✓	
Recent experience of working with students		✓
GCSE or equivalent in English and Maths	✓	
Possess an understanding of KS4 curriculum	✓	
Ability to keep up to date records and information	✓	
Flexible attitude to work and working hours	✓	
Ability to work under own initiative	✓	
Good communication skills	✓	
Willingness to develop in the job and to undertake new challenges	✓	
Effective timekeeper	✓	
Good IT skills	✓	
Display patience and a sense of humour	✓	
Two references which confirm no issues evident in terms of child protection, discipline or capability	✓	
Commitment to safeguarding young people, appropriate DBS record	✓	