

Job Description: Primary Mentor

Position Title Primary Mentor

Department Primary

Reporting to Head of Primary

Introduction and supporting the vision and values:

Purpose:

Inspire, Empower, Thrive

The Primary Mentor plays an integral part in embedding the Citizen's vision and ethos through living out the following values:

- Entrepreneurship
- Empathy
- Inclusivity
- Growth Mindset
- Curiosity
- Resilience
- Well-Being
- Position Summary

The Primary Mentor at Citizens School is responsible for fostering a dynamic and innovative learning environment that inspires and empowers students.

This role involves embracing an innovative approach to curriculum design and pedagogy while adapting teaching methods to meet the diverse needs, abilities, and interests of each child. The Primary Mentor will work collaboratively with colleagues, support staff, and parents to enhance student learning and well-being, ensuring alignment with the National Curriculum and the school's ethos. By promoting high standards of communication, collaboration, and creativity, the Primary Mentor will play a vital role in nurturing a love of learning and supporting the holistic development of all students.

Key Responsibilities of the Primary Mentor

1. Subject Knowledge

- Embrace an innovative approach to curriculum and pedagogy, applying updated best practices in education.
- Model a comprehensive understanding of all primary curriculum subjects, tailoring learning to each child's needs, abilities, and interests.
- Promote high standards of communication, collaboration, curiosity, and creativity.
- Understand and enhance the development of reading, writing, and math in a primary setting throughout a thematic curriculum.

2. Curriculum Design and Adaptation

- Plan and create engaging learning opportunities across all curriculum areas to enhance knowledge and skills.
- Align planning with the National Curriculum and extend learning through the Citizens Tapestry.
- Incorporate regional regulatory subjects into the broader learning experience.
- Tailor lessons for students of all abilities, ensuring effective use of digital technology and resources.
- Link outcomes with formative assessments and use tracking systems to monitor progress.
- Communicate regularly with parents regarding student learning and well-being.

3. Learning and Teaching

- Foster a positive, inclusive learning environment that supports high expectations.
- Build respectful relationships with students, ensuring proper boundaries.
- Inspire a love of learning and intellectual curiosity among students.
- Ensure lessons are engaging and responsive to students' diverse needs and interests.
- Embrace inclusion and innovation in teaching practices.
- Support students in demonstrating integrity, respect, and compassion.
- Understand the importance of smooth transitions between year groups.

4. Collaboration and Community

- Reflect on and critically evaluate personal teaching effectiveness.
- Be open to coaching and appraisal, welcoming feedback for development.
- Collaborate with colleagues to develop best practices and share ideas.
- Work with Teaching Assistants and support staff to meet student needs.
- Engage in Professional Learning and Development (PLD) and contribute to the school ethos.
- Build strong partnerships with parents and the community to support student learning.

5. Safeguarding, Inclusion and Wellbeing

- Citizens School is committed to safeguarding and promoting the welfare of children and young people.
- We execute rigorous recruitment procedures that ensure all employees and volunteers are of sound moral character and are suitable people to work with children and young adults. Citizens expects all staff and volunteers to share and uphold our commitment to safeguarding.
- Taking a proactive approach to safeguard all children and members of the Citizens community.
- Commit to upholding all school policies and procedures.
- Be part of a fully inclusive school where all members of staff work together to provide a fully inclusive environment and working practices, free of bias and prejudice.



A school where education is re-imagined.

- Promote the general progress and well-being of all learners and report concerns to a staff member.
- Provide guidance and advice to learners on educational, pastoral and social matters.
- Ensure that learners experience an educational programme that is personalised to their particular needs, developing their skills and abilities.
- Ensure that lessons are appropriately planned, delivered and reviewed.
- Assess, record and report on the development, progress and attainment of Learners in line with school policy.
- Ensure positive behaviour for learning for all learners in line with the School's policy.
- Work to foster a positive working environment in the subject area that supports learners' learning.
- Provide an effective role model for learners in terms of your own professional practice.

6. Other Responsibilities

- Demonstrate a thorough understanding of the National Curriculum and adapt teaching accordingly.
- Collaborate with colleagues to plan effective learning opportunities, including transitions.
- Additionally, all staff are required to undertake any other duties that may be allocated, in consultation with the Principal.

Qualifications & Skills:

- Bachelor's degree in Bachelor of Education in Early Childhood Education.
- 3+ years' experience in a similar or larger organization, Data analysis, and report development highly sought
- Strong knowledge of child development, curriculum planning, and early years teaching methodologies.
- Experience in data analysis and report development is highly desirable.

