NORTH LEAMINGTON SCHOOL

**JOB DESCRIPTION**

**Title of Post: SUBJECT TEACHER AND LEARNING MENTOR**

**Salary/Grade: MPS/UPR**

**Hours: FULL-TIME/PART-TIME**

**Responsible to: SUBJECT LEADER (teaching duties) & COLLEGE LEADER (Learning Mentor duties)**

**Purpose of Job: To put Whole School and Departmental policies into practice consistently and support, as well as promote, the stated ‘Aims & CORE Values’ of the school in all aspects of working practice**

**Key Tasks & Responsibilities:**

* Meet all teacher standards
* Respond appropriately and professionally to the individual needs of all students, as both a Subject Teacher and a Learning Mentor
* Track regularly student attainment/progress and administer prompt, specifically targeted intervention as necessary
* Teach the relevant subject(s) throughout the age and ability range of the school, and participate fully in the development of courses, syllabuses, schemes of learning and materials within the department
* Attend and positively contribute actively to departmental meetings as necessary
* Ensure that lessons are effectively planned and delivered in accordance with the department’s policies and schemes of learning; ensure that students’ work is to a good standard and marked and assessed effectively, and that students’ attainments are recorded accurately for reporting internally or to parents and students; ensure that learning beyond the classroom (LBTC) is set, in line with policy, and that departmental tasks are completed to a good standard in accordance with set deadlines
* Promote positive student behaviour and maintain a high standard of classroom management conducive to effective learning; seek support from the Subject Leader and liaise effectively with College staff regarding issues of discipline; ensure that appropriate work is set for classes during absences known in advance; maintain high standards of conduct and uniform (world class basics)
* Establish and maintain an attractive context for learning in the classroom, including the regular display of students’ work; report any repair and maintenance issues regarding the classroom immediately to the Subject Leader; control and oversee the use and storage of all textbooks, stationery and other teaching materials; take good care of students’ work and ensure that it is stored securely
* Carry out the role of **Learning Mentor** effectively; with respect to members of the Mentoring Group, the Mentor should seek:
* to establish a productive rapport with students in order to enhance both their personal/social/ emotional development and their academic progress;
* to provide a first point of reference for all issues and problems affecting individual students;
* to maintain high standards of conduct and uniform (world class basics);
* to monitor attendance and punctuality effectively and to take appropriate action regarding absence and lateness;
* to complete records, reports, profiles and references on students as required;
* to monitor the learning beyond the classroom (LBTC) of students by reviewing their ‘planners’ on a regular basis;
* to assist the College Leader fully in the monitoring of individual students (e.g. by ‘Target Cards’) who are raising concern over specific issues of whatever kind;
* to accompany the Mentoring Group to all assemblies and to encourage group members to participate attentively and actively;
* to carry out supervision of students (i.e. ‘Duty’) as directed by the College Leader and the Headteacher
* to participate, as required, in meetings with colleagues and parents in respect of the responsibilities and duties of the post, and to ensure that this is done in conjunction with the Subject Leader or College Leader, as appropriate

**Budget Management**

* n/a

**People Management**

* As necessary

**General Requirements:**

All school staff are expected to:

* Maintain confidentiality according to organisation and legal requirements
* Uphold school policies, routines and codes of conduct as set out in the staff handbook or other documentation made available to staff
* Undertake other such reasonable duties as may be required from time to time
* Work towards and support the school’s vision and objectives
* Be aware of, and follow the Child Protection Policy
* Support and contribute to the school’s responsibility for safeguarding students
* Work within the school’s Health and Safety Policy to ensure a safe working environment for staff, students and visitors
* Work within the school’s Diversity Policy to promote equal opportunity for all students and staff, both current and prospective
* Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues
* Engage actively in the performance review process
* Show a willingness to undertake training and professional development either inhouse or externally

**Context of Post**

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the OFSTED Inspection Report 2014.

**Renegotiation**

Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both.

**Safeguarding Statement**

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

Signature: (Postholder) Date:

Signature: (Headteacher) Date: