



Learning Mentor

Junior School (fixed term for 25/26)

To start as soon as possible



The Junior School

I am delighted that you are considering joining the Royal Russell community. Royal Russell is different by design. We are a family school which means we value the things which make each of us distinctively brilliant. Our commitment to each other is to help every member of our community strive for their vision of success. Our happy, vibrant and ambitious community provides our families with an exceptional educational experience; with the pupil right at the heart.

We are a community that values the holistic development of the whole child. Our rigorous teaching and learning provides challenge for all pupils, stimulating their curiosity and academic development. Our specialist teaching that runs across the Junior School ensures that our educational offering is broad, deep and authentic. Children excel in the core academic subjects of English, Maths and Science. They enjoy a rich and broad range of learning in the arts, sciences, physical education and learning beyond the classroom.

We are proud of the success that we have in supporting our young people's wellbeing and nurturing their emotional development. Partnership with our families is key and we build on our excellent relationships with parents by welcoming them into school to be active participants in their children's journey. We are delighted to offer an inspirational range of character developing co-curricular activities and we encourage colleagues to be involved in celebrating their interests and passions.

We have a strong commitment to providing high quality training and development for all staff and being proactive in our drive to support the wellbeing of our entire community.

I am proud to lead such a successful and well-regarded School and to work with an amazing team of teaching and support staff. I look forward to receiving and reading your application with great interest.

John Evans
Junior School Headmaster





Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme.

Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



Learning Mentor

This is an excellent opportunity for an outstanding, enthusiastic and experienced HLTA with excellent classroom skills and the dedication and enthusiasm to be part of a high achieving school to join our fabulous staff team and wonderful children in an inspiring school environment. You will have experience in working with primary age children in an educational setting. The role has arisen to support EHCP pupils.

We are a friendly, warm and nurturing school and we are committed to doing the very best for our pupils. You will become a central part of our diverse, enthusiastic and energetic family. The strength of community at Royal Russell is paramount to the success of every individual and we strongly believe that we learn and achieve together.

Working days/hours: 37.5 hours per week, term time only
Fixed term for 25-26, with possibility of extending

Salary: Competitive, depending on qualifications and experience

Applications: Forms can be found on our website
To be received at hr@royalrussell.co.uk
by 09:00 on Friday, 19th September 2025

Interviews: Friday, 26th September 2025

We reserve the right to interview at any point during the recruitment process so early applications are encouraged. If you have not heard from us by **25th September**, you should presume that you have not been successful on this occasion.



Key Responsibilities

Reports to: Head of Learning Enrichment (SENCo)

Job purpose: A SEND HLTA to work 1:1, supporting pupils

Main duties and responsibilities:

- Supervising and supporting identified children, in 1:1, group or whole class situations, ensuring their safety and access to learning
- Assisting in the development of appropriate resources, schemes of work and teaching strategies
- Assisting in evaluating identified children's progress and in undertaking record keeping
- Providing detailed and regular feedback to teachers and parents on children's achievement, progress and needs
- Leading small group sessions and interventions
- Attending to children's personal needs where required, including social, health, physical, hygiene, first aid and pastoral matters
- Supporting with behaviour management
- Contributing towards a purposeful and supportive learning environment.
- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities to ensure achievement of learning goals
- Assisting with the supervision of children out of lesson times, such as playtime and lunchtime duty
- Establishing good relationships with children, acting as a role model
- Promoting the inclusion and acceptance of all children, supporting difference and ensuring that all have equal access to opportunities to learn and develop
- Supporting children with their learning and development in all curriculum areas
- Encouraging children to interact with others and engage in activities
- Establishing and maintaining positive relationships with parents/carers
- Providing general administrative support including preparation for individual learning plans and annual reviews
- To attend parental and annual review meetings as required
- To maintain complete confidentiality on all matters pertaining to school policy, staff or pupils.



Key Responsibilities cont'd

General responsibilities

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures and Staff Code of Conduct at all times.
- Display correct staff identification at all times whilst on site.
- Attend appropriate training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population.
- Attend Royal Russell Day and Open Day as required.
- Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Leadership Team.
- To ensure that you are familiar with all school policies and the contents of the staff handbook.

Qualifications & Experience

- SEND experience and an interest in flexible learning methods, and a commitment to delivering bespoke learning interventions
- Knowledge of SEND and learning barriers
- Knowledge of some of the social & emotional issues facing pupils
- Experience of working directly with young people in an education or training environment, supporting the learning of students.
- Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels.
- Experience of managing and being responsible for own workload.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.



Person Specification

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement, interview and by an exercise, Task or Group Task with children as appropriate.

Education and Qualifications

Essential:

- GCSE in Maths and English at Level 4 or above, or equivalent
- A suitable qualification to work with children aged 3 - 11, equivalent to at least NVQ Level 3 and that meets the DFE's criteria for counting in the Early Years Foundation Stage Framework staff:child ratios
- A commitment to continuing professional development
- SEND experience

Desirable:

- Educated to A Level or equivalent
- Recent CPD undertaken in SEND

Knowledge and Skills

Essential:

- Awareness of the 4 broad areas of need from the SEND code of Practice (2015)
- Proficiency with ICT
- Differentiate learning appropriately to challenge and support all pupils
- Build excellent relationships with children, parents and colleagues
- Excellent organisational skills
- Ability to work collaboratively in a team
- Always promote positive behaviour with consistency and consideration for the aims and ethos of Royal Russell School
- Encourage and praise achievement and success

Experience

Essential:

- Working within a Primary setting
- Ability to build positive relationships with all pupils
- Experience of working with pupils with SEND

Personal competencies and qualities

Essential:

- Enthusiastic and positive about learning and teaching
- Ability to communicate succinctly and effectively both orally and in writing, using appropriate language
- Friendly and approachable with a can-do mind-set
- Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations
- High degree of personal motivation, initiative, energy, creativity and drive
- Ability to build good relationships with parents and colleagues, including working well within a team and an ability to take direction
- An empathy for the values and ethos of the school

Other requirements

Essential:



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1 Car Park
- 2 Reception / Headmaster's Study
- 3 Junior School
- 4 Early Years Centre
- 5 Performing Arts Centre / Auditorium
- 6 Dining Hall / Café
- 7 Chapel
- 8 Great Hall
- 9 Chapel Quad
- 10 Lime Tree Quad
- 11 Aston Webb Building
- 12 Library / Sixth Form Study Centre
- 13 Health & Wellbeing Centre
- 14 Science Block

Sports Facilities

- 15 Swimming Pool
- 16 Sports Hall
- 17 Top Pitch
- 18 The Paddock
- 19 Netball Courts
- 20 North Pitch
- 21 Astroturf Pitch
- 22 MUGA (Multi-Use Games Area)
- 23 West Pitch
- 24 Pavilion

Boarding / Houses

- 25 Buchanan / Reade
- 26 Cambridge
- 27 Hollenden
- 28 Keable
- 29 Latessa
- 30 Madden
- 31 Oxford
- 32 Queen's
- 33 St Andrew's



Royal
Russell

www.royalrussell.co.uk

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