

Job Description: Assistant Mentor

Position Title Assistant Mentor
Department Assistant Mentor
Reporting to Head of Primary

Introduction and supporting the vision and values:

Purpose:

Inspire, Empower, Thrive

The Assistant 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 Assistant 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.

PROFESSIONAL RESPONSIBILITIES

The post holder will be expected to match the characteristics described in the Professional and Pastoral Expectations and will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:



Core Responsibilities:

1. Subject Knowledge



A school where education is re-imagined.

- Embrace an innovative approach to curriculum and pedagogy, and a willingness to research and apply updated, best practice in all areas of education;
- Model a clear understanding of all subjects taught as part of a curriculum, with the ability to adapt and innovate, recognising that each child's learning will be tailored to their needs, abilities and interests;
- Model and take responsibility for promoting high standards of communication, collaboration, curiosity and creativity;
- Demonstrate a clear understanding of the development of reading, writing and maths in a EYFS/Primary setting, and how to enhance these throughout a thematic curriculum.

2. Curriculum Design and Adaptation

- Plan, create and develop exciting and engaging learning opportunities that enhance knowledge, skills and learning habits in all areas of the curriculum;
- Plan learning that takes into account the EYFS/National Curriculum and considers how to extend learning opportunities by implementing the six strands of the Citizens Tapestry;
- Consider regulatory subjects in region and ensure that these are incorporated into the wider learning experience for students;
- Clearly plan for students of all abilities, accounting for those who need support or challenge by making sure that lessons are tailored to the needs of all students;
- Plan for effective use of digital technology;
- Plan for effective use of learning resources which optimise learning;
- Link planned outcomes and formative assessment opportunities to ensure that there is a deep understanding of next steps in learning;
- Use internal tracking systems to monitor and report on progress;
- Communicate clearly and regularly with parents with regards to learning, including; mindset, wellbeing and holistic progress.

3. Learning and Teaching

- Create and nurture a positive and inclusive learning environment which supports high expectations and a purposeful atmosphere;
- Treat students with respect, building relationships rooted in trust and at all times observing proper boundaries appropriate to a teacher's professional position;
- Promote a love of learning and children's intellectual curiosity;
- Ensure that all learning is engaging and responds to the needs of students, taking into account their pace of learning, their interests and their need for choice;
- Embrace the School's approach to inclusion and innovation;
- Support all children to behave with integrity, respect and compassion;
- Have an understanding of the importance of a smooth transition between year groups and classes;



- Place children central to the purpose of learning;
- Take into account the ideas, thoughts and suggestions of all children and act upon them accordingly, challenging appropriately.

4. Collaboration and Community

- Regularly reflect on and critically evaluate your own teaching and the effectiveness of lessons and approaches to teaching;
- Be open minded to coaching and appraisal, taking on board praise and dialogue around development;
- Collaborate with colleagues across the team to develop best practice, share ideas and work cohesively to bring out the best in every member of the community;
- Work in partnership with Mentors, therapists and education support staff to support all students in the School;
- Share expertise through Professional Learning and Development (PLD);
- Engage in Action Research and be willing to experiment with approaches that could positively impact the wellbeing and development of students and subjects;
- Make a positive contribution to the wider life and ethos of the School including contributing to the broad co-curricular programme on offer;
- Develop a strong partnership with parents/carers and the wider community. Assist them to support their child's learning at home and communicate effectively with parents with regard to students' mindset and well-being;
- Citizens School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment;
- Show tolerance of and respect for the rights of others;
- Support and encouraging fundamental values such as the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- Have proper and professional regard for the ethos, policies and practices of the School and maintain high standards in personal attendance and punctuality;
- Present a positive image of the School to all other stakeholders.



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. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold our commitment to safeguarding;

- Taking a proactive approach to safeguard all children and members of the School 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;
- Promote the general progress and well-being of all students and report concerns to a staff member;
- Provide guidance and advice to students on educational, pastoral and social matters;
- Ensure that students 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 students in line with school policy;
- Ensure positive behaviour for learning for all students in line with the School's policy;
- Work to foster a positive working environment in the subject area that supports students' learning;
- Provide an effective role model for students in terms of your own professional practice.

6. Other Responsibilities

- Assist in all aspects of preparing learning opportunities for children;
- Prepare appropriate resources as required;
- Help to maintain safe and clean learning environments;
- Share communication with parents as requested;
- Observe children and refer to their work, verbal and written contributions and observations to gather evidence of their learning.





Employee Acknowledgment

I acknowledge that I have read and understood the responsibilities and expectations outlined in this Job Description.

Name: _____

Signature: _____

Date: _____

