



IBSTOCK PLACE SCHOOL

Academic Mentor
Information for candidates



Ibstock Place School

An inspiring place to flourish

Ibstock Place School is an independent co-educational day school for pupils aged 4 to 18. The school occupies a ten-acre site on the edge of Richmond Park in South West London.

An urban location with a beautiful botanical feel, Ibstock is the perfect home for scholarly exploration and adventure. Championing co-education since our founding in 1896, we have created a diverse environment that reflects real-world communities and workplaces.

Our school is over subscribed, with assessed entry at the age of four for Kindergarten (Reception). There is a competitive entry examination at the age of eleven and most pupils in the Prep School proceed on into the Senior School.

Head’s welcome:

“This role is an opportunity to play a part in a school with a rich history, at the vanguard of educational change.



Ibstock is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum, we engender in our pupils the courage and ambition which they will need to succeed. At the same time, our fierce commitment to outstanding pastoral care means that our pupils are generous and self-aware, ready to make a positive contribution to the societies of tomorrow. We hope that you will be inspired by all that you read and we thank you for your interest in Ibstock.”

Christopher J Wolsey
Headmaster



About the role

The role

The post holder will be a member of the Department of Academic Mentoring and will contribute to all aspects of its work. They will join a small team of specialists who offer provision for pupils with needs in the areas of literacy, revision and study skills, organisation skills or those with English as an Additional Language.

We are a well-respected Department; teaching staff are alert to their pupils’ learning needs and open to input.

Working under the direction of the Head of Academic Mentoring, the postholder will ensure that pupils are appropriately supported in their mainstream classes as well as effectively guided with appropriate tasks in 1-2-1 or small group classes.

Pupils can present with a range of learning differences including mild dyslexia, dyspraxia, and neurodivergence. We communicate regularly with the Pastoral team, always taking a whole-child approach..

All pupils are valued and encouraged to advocate for themselves and to make their voices heard in the school and in our community. We work closely with parents to ensure that the pupil-parent-school triangle is both secure and active.

The Academic Mentor will also be involved in departmental administrative tasks and decisions. These will include support with the processes around Exam Access Arrangements, and whole school activities and responsibilities.

We are looking for someone to start in the Summer Term of 2023. This is a term time only role, Monday to Friday, 8am to 4:30pm, with a six month probationary period.

Further information on the role is set out in the Job Description.



Job description

The person

We are looking to recruit a person who:

- Is an effective communicator
- Understands the need for confidentiality
- Has the ability to work flexibly as part of a team
- Displays a commitment to the protection and safeguarding of children and young people
- Is able to plan time effectively and be well organised
- Is flexible and resilient and able to adapt quickly to new environments and challenges
- Has good inter-personal skills and can establish positive relationships with multiple stakeholders
- Is reliable and trustworthy, and able to work effectively with limited supervision
- Sets an example of personal integrity and professionalism
- Adheres to the ethos of the school
- Promotes the vision and aims of the school
- Has ESOL or another qualification in teaching English as an Additional Language

The role

The overall responsibilities of the role are to:

- Provide an efficient and high level of support to pupils whose development we facilitate
- Promote the inclusion of pupils with different learning needs
- Work in liaison with the class teacher and the Head of Academic Mentoring to provide targeted scaffolding to assist pupils to comprehend and participate in classroom tasks
- Work with subject teachers to ensure lesson materials are accessible, for pupils to make appropriate progress towards their targets
- Establish and maintain positive relationships with individual pupils and groups of pupils
- Promote pupils' social and emotional development, considering their health and well-being
- Support pupils, for whom English is an additional language, who may have LI interference
- Lead pupils to develop their metacognitive skills



Job description

- The post-holder will:
 - Support pupils to develop and refine their literacy and numeracy skills across the curriculum
 - Facilitate pupil autonomy by encouraging good habits for organisation of daily routines
 - Consider leading clubs or activities based on your skill sets
 - Invest time and care to understand the pupils' Pastoral needs, where appropriate, in line with the guidance of senior staff
 - Provide administrative support in Exam Access Arrangements e.g. organising evidence
 - Assist in writing and updating Learner Profiles (IEPs) to share with staff
 - Liaise with parents by phone, email, and in person
 - Work with subject teachers
 - Observe and report on pupil performance
 - Contribute to the planning and evaluation of learning activities
 - Assist in preparing and maintaining the learning environment
 - Contribute to maintaining pupils' records
 - Support the maintenance of pupils' safety and security
 - Participate as an active and enthusiastic member of the Department of Academic Mentoring in building good relationships with other departments and teachers in order to bolster pupil success
 - Support the development and effectiveness of teamwork within the school environment
 - Liaise with parents as appropriate
 - Review and develop own professional and pedagogical practice, sharing as appropriate with the department
 - Participate in appropriate professional development including adhering to the principle of performance management and appraisal
 - Support the use of information and communication technology in the classroom
 - Ensure tasks are carried out with due regard to Health and Safety
 - Promote safeguarding and the welfare of children and young people.
- The post-holder may also be assigned to assist pupils with co-curricular/ sporting activities or trips.



The application process

How to apply

To apply for the role, please complete our application form and submit it, by email to: recruitment@ibstockplaceschool.co.uk

Shortlisted applicants will be invited to attend interview. The school reserves the right to make an appointment before the closing date.

Note that all offers of appointment are conditional until the satisfactory completion of mandatory pre-employment checks.

Ibstock is committed to safeguarding and promoting the welfare of children. For further information on our Child Protection policies, please see [here](#). Safeguarding checks with the Disclosure and Barring Service will be undertaken. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the ROA 1974 (Exceptions Order 1975, amended 2013 and 2020). For details, see: [here](#).

Note that, in accordance with Keeping Children Safe in Education 2022, shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

At Ibstock, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.



Working at Ibstock

Our aims and ethos

Our aim is to create an outstanding place of learning, a place where our pupils find academic excellence and the joy which it inspires. We ensure that our pupils’ natural curiosity and empathy is ceaselessly nourished. In so doing, we set the conditions which enable them to excel, both during their time with us and throughout their adult lives.

We do this by concentrating on four Cs:

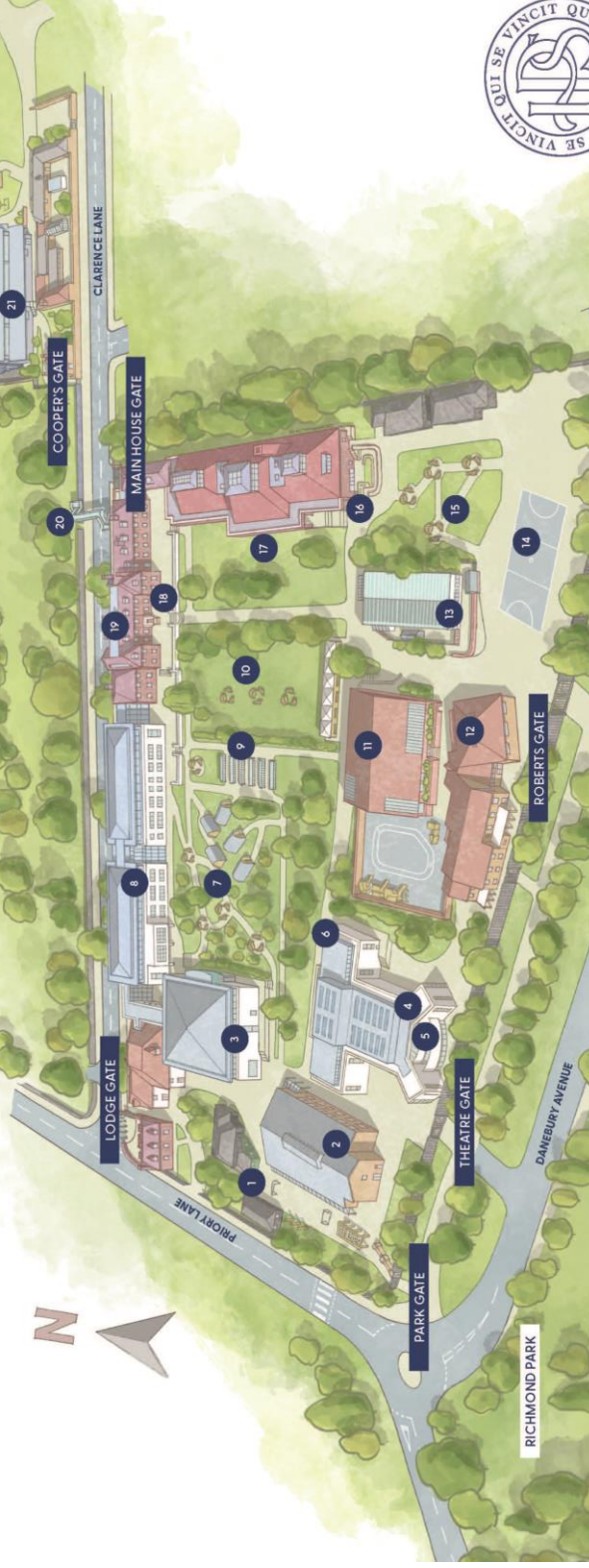
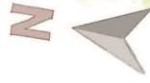
- Our CURRICULUM is dynamic and forward-thinking.
- Our CULTURE is warm and inclusive.
- Our CONTEXT is beautiful and stimulating.
- Our commitment to CO-EDUCATION is longstanding and profound.

A joyful, nurturing culture

Ibstock is a stunning place to work, and our on-site facilities are excellent. The Main House building, constructed in 1913, blends seamlessly with the New School buildings. Our impressive modern wood-panelled refectory won a RIBA National Award in 2022 and the school boasts a brand-new Innovation Centre, equipped with the latest Virtual Reality (VR) and Augmented Reality (AR devices).

Other benefits of working at Ibstock include favourable salaries and highly-competitive terms and conditions; free breakfast and lunch during term time; enrolment in a contribution pension scheme; membership of 'Health Assured', a third-party health and wellbeing provider; use of the school swimming pool; staff yoga sessions; a wide range of staff social events; and access to a cycle to work scheme.

Ibstock Place School



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flourish

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|--------------------|--------------------------|---------------------------|
| 1 Dance Studio | 15 Rose Garden | 22 Climbing Wall |
| 2 Macleod House | 16 The Innovation Centre | 23 School of Art & Design |
| 3 Priory Wing | 17 The Refectory | 24 Multi Use Games Area |
| 4 Theatre | 18 Terrace | 25 Forest School |
| 5 Wellbeing Centre | 19 Main House | 26 School of Music |
| 6 Drama Studio | 20 Footbridge | 27 Sports Pitches |
| 7 Armadillas | 21 Sports Hall | |
| 8 Clarence Wing | | |
| 9 Bicycle park | | |
| 10 Orchard | | |
| 11 Priestman House | | |
| 12 Robert's House | | |
| 13 Swimming Pool | | |
| 14 Hardcourt | | |

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