# Ridgewood School
# Recruitment Pack

# Position:
# KS4 Learning Mentor

Prepare for the road ahead

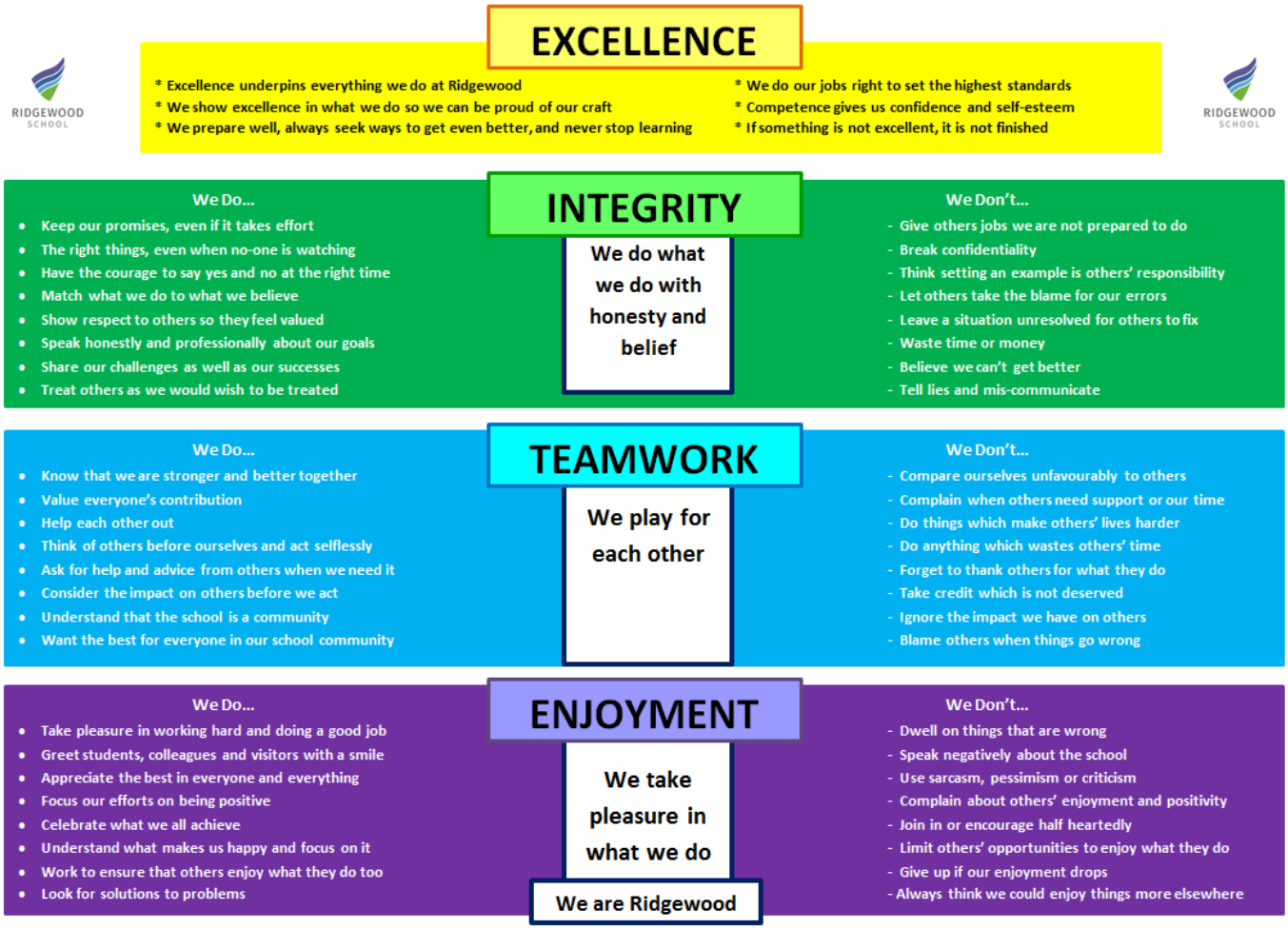
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# Ridgewood School – Values and Ethos

## Our Values

We educate the whole child. Ridgewood School seeks to provide all its students with the opportunities and support which enable them to achieve and exceed their potential, not only in terms of academic achievement, but as a valuable member of the school community, and of the wider society beyond.




## Ethos and Aims

- To raise the aspirations of students so they desire to achieve and exceed targets set for them, both within and beyond the classroom
- To engender a sense of collaborative purpose, so students and staff work together to achieve their best
- To care for students as individuals and to respect their talents, aspirations, strengths and unique qualities
- To provide opportunities for students to be engaged, interested and challenged by what they do and learn, every day
- To continually strive for improvement in all areas, through hard work, resilience and determination

# Letter from the Headteacher

Dear applicant,

Thank you for showing an interest in this post and for considering Ridgewood School for the next stage of your career.

I have been at the school for a little over a year. Despite the obvious challenges that have faced us in the past twelve months, I have found Ridgewood School to be the most rewarding place to work. The staff, students and wider community have been incredible to work with and I am confident that the successful candidate will receive the same warm welcome.

Never has there been a better time to join us. We are in the early stages of planning a multi-million pound new build that will ensure that the staff and students benefit from 21st Century resources. We are regularly oversubscribed in Year 7 and our Post-16 provision is thriving. For an informal conversation with me about the school or the role, or for a visit, please use the 'Contact Us' facility on our website.

Yours faithfully,

Andy Peirson

Headteacher
Ridgewood School

# About Ridgewood School

The school's values of excellence, integrity, teamwork and enjoyment permeate all aspects of school life and are central to our work at Ridgewood. We are extremely proud of our school and the high quality education we provide. We insist on high standards of conduct from all our students and we expect them to behave impeccably: treating each other, our staff and visitors with kindness and respect.

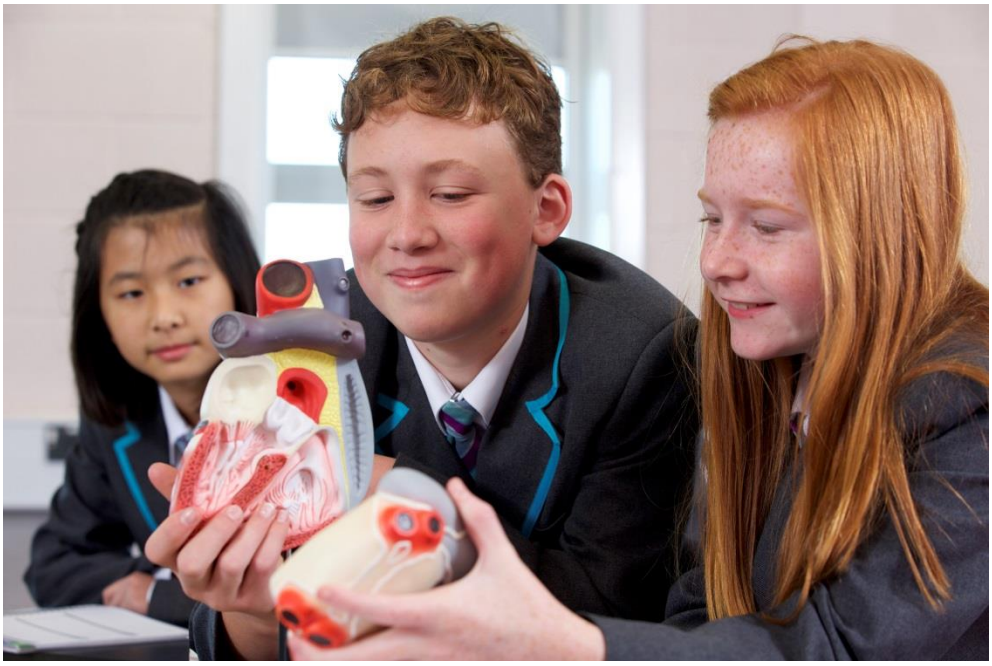
We strive for all our students to meet and exceed their potential academically, however, we also place a great deal of importance on them really enjoying school and developing skills that will enable them to be responsible members of society. Our aspirations for our students drive every action, shape every interaction and inform every decision each day. We work hard to instil a love of learning, develop resilience and build confidence so that our students continue to flourish now, and in the future.

*"We want every student who leaves Ridgewood School to aspire to achieve beyond what they thought they could do when they first started with us."*

Our curriculum is ambitious for all students, regardless of their starting point. We offer a wide range of courses at GCSE and A Level to meet the needs of all. Our curriculum beyond the classroom is also vast and varied, providing our students with countless opportunities to broaden their horizons and share new experiences.

We want Ridgewood to continue to thrive and be at the heart of the local community. Parents/carers have a huge role to play in this and we welcome feedback from them on what we are getting right and what we can do to improve. Keeping communication channels open is vital in our pursuit of excellence.

– Andy Peirson, Headteacher

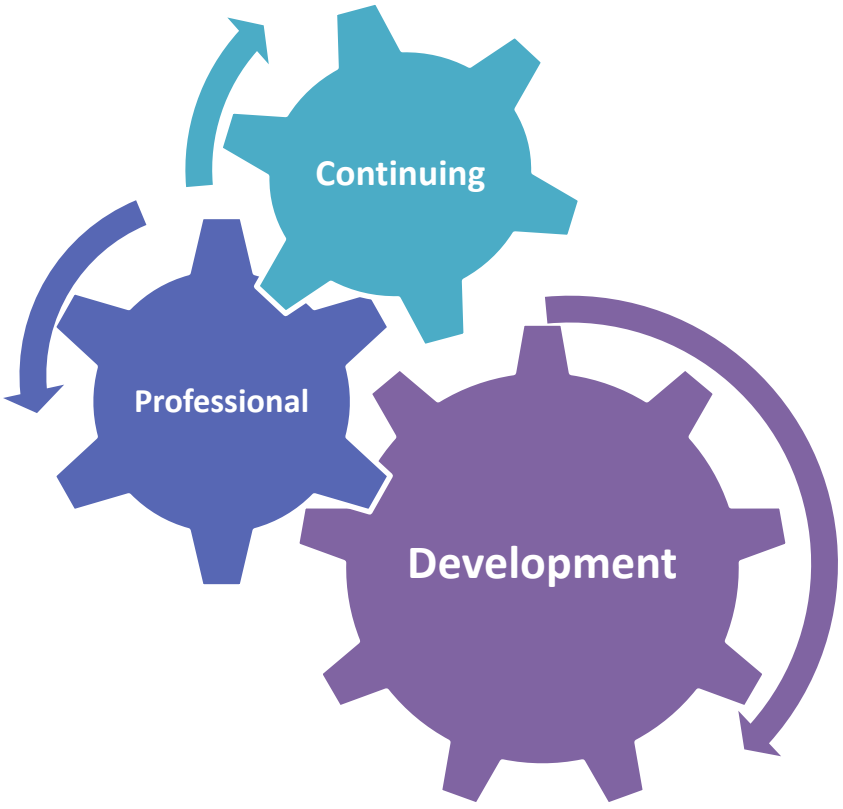


# Training and Development Opportunities

At Ridgewood, we believe that the effective training, support and development of our staff enables them to be the best they can be, and to give our students an exceptional teaching experience. Ridgewood offers its staff bespoke packages which are tailored to their career point and path, and which encourage them to become reflective, enthusiastic and expert practitioners.

Our CPD is varied and matched to the needs of our staff, both teaching and associate. Teaching staff engage in whole school training in teaching and learning, understanding our school systems and quality assuring data, as well as benefitting from our bespoke development opportunities.

At Ridgewood, we also value a variety of forms of CPD. Training, coaching, shadowing of roles, one-to-one support, and project-based development can be organised in order to support staff to develop effectively in their jobs, and to understand how to make the next step in their career.



# Our Curriculum



Our academic curriculum aims to offer students of all abilities and talents an opportunity to develop their knowledge and skills across a wide variety of subjects. We are committed to providing a curriculum which is challenging yet accessible, and which fosters a love of learning, as well as enabling students to achieve success in exams and assessments. Students follow a two-week timetable in order to maximise learning time. We regularly review our curriculum, to ensure that the needs of all our students are being met. More details of each subject can be found on our website.



## Our Enrichment Opportunities

Because we value a rounded education, our students have access to an extremely wide range of extra-curricular opportunities and trips. We firmly believe that students get out of school what they put in to it, so we encourage our students of all ages to get actively involved in the many clubs on offer.



**Trips**

Experiencing 'real world' versions of what students are taught in a classroom helps embed learning and broaden students' knowledge and understanding. For example, our Engineering students get to see how engineers work on a massive scale, and visit companies such as TATA Steel to witness first-hand the theory they learn in class. Other subject-based field trips include performing arts students visiting Doncaster's CAST theatre and watching a live performances, as well as taking part in the iSing event and the band competition Stage Invasion.

Outside lessons, students get to travel both nationally and internationally. In October 2019, a group of students went to New York to experience all the city has to offer. In summer 2018, students made a once-in-a-lifetime trip to Tanzania. Closer to home, a large number of students take part in the National Citizenship Programme each year where they spend three weeks involved in adventure pursuits, social action planning and volunteering in the community.

Sixth Form students are also heavily involved in enrichment, and won the prestigious Helena Kennedy Debate Competition held at Sheffield Hallam University this year.



**Clubs**

Within school, there are over thirty clubs that students can join. These range from those aimed at students who enjoy sport (badminton, hockey, rugby, football, netball, basketball, table tennis and zumba) to those for our aspiring businessmen and women, including the established Young Enterprise Scheme. We also submit entries to the Connections Competition, a high profile National Theatre competition, and the South Yorkshire Road Safety competition, which we won for two years in a row. This year we are focusing on 'New Views'.

Examples of clubs on offer include:

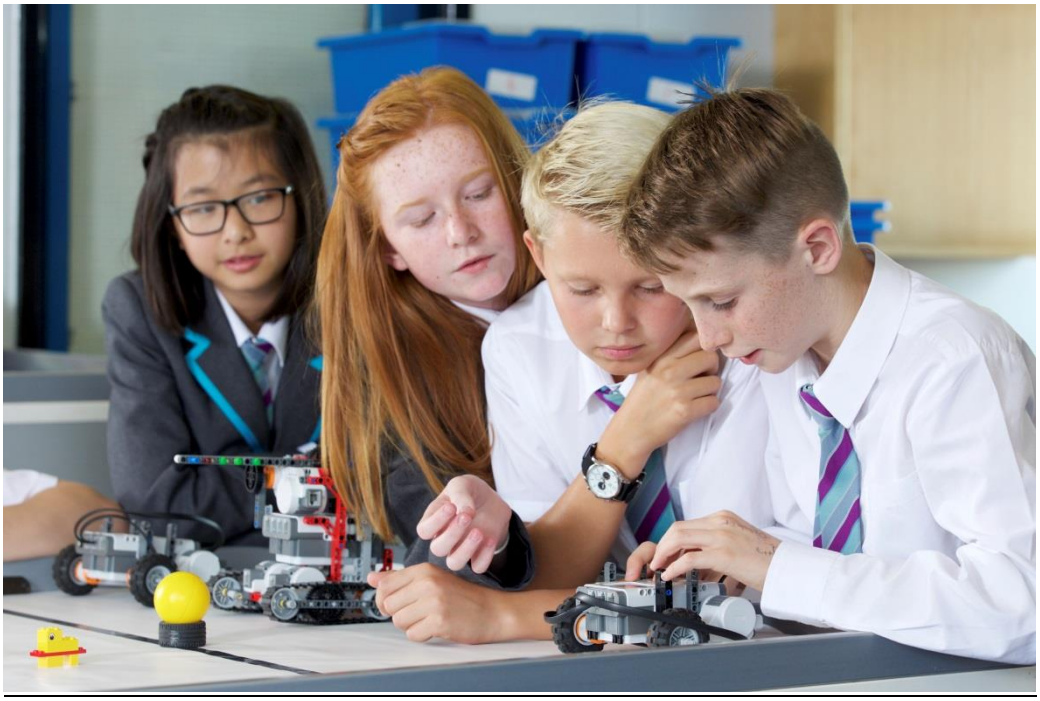
- Elite band
- Guitar choir
- Athletics
- Book club
- Basketball
- Code club
- Table tennis
- Netball
- Duke of Edinburgh Award
- Zumba
- Cheerleading
- Science club
- Football
- Rugby
- Art
- French film club

To support academic progress, there are also revision sessions which run alongside the enrichment programme.

## Our House System

Our house system is all about ensuring that students become well-rounded individuals who contribute and get involved, whatever their talent or passion. It provides every student in the school with a plethora of opportunities to engage in competitions, support and mentor others, represent the school in a range of activities, and learn what it means to be part of a community. We are extremely proud of our house system.

When students arrive at Ridgewood, they are assigned to one of four houses: Imperatrix, Voltigeur, Ambidexter or Margrave. These houses reflect both our geographical location in Doncaster, and the history of the area.



## Our unique student reward system ALTUS

The Latin word ‘altus’ means high, noble or profound. We thought this was an appropriate way to describe the students who achieve this status at Ridgewood, and so we developed the Altus reward scheme in order to recognise outstanding effort and attitude. As well as having a Latin meaning, we have also attributed the qualities of our Altus students to each letter of the word:

A is for attitude
L is for leadership
T is for teamwork
U is for understanding
S is for success

After each round of Creating Futures data has been entered and distributed to students and their parents, those students who display a ‘Motivated’ or ‘Outstanding’ attitude in all their subjects, will be rewarded with an Altus badge in a special Altus assembly.

# Behaviour for Learning

Our Behaviour for Learning policy (BfL) ensures that students are able to learn and work without distractions, and that praise is at the forefront of every lesson. It has four simple rules which students must follow:

- Remain on-task at all times
- Remain silent when the teacher is talking
- Speak to other people in a pleasant way
- Do not touch another student

Those students who do not follow these rules will receive consequences which may lead to an after school detention if the rules are consistently broken. Students who follow the rules will receive praise from their teachers, and will be eligible for the Altus reward system. We strive to create an environment where teachers can teach, and students can learn.



# Sixth Form

Our Sixth Form students have a consistently impressive track record of securing places at their first choice universities and on prestigious higher apprenticeships.

## Facilities

We have excellent facilities, many of which are uniquely available to our Sixth Form students in our Faraday Sixth Form Centre.

- A purpose built Sixth Form Centre which includes subject-specific classrooms
- Purpose built Science and STEM laboratories
- Resource centres housing key texts, journals and access to bookable equipment such as tablets and digital cameras
- Several IT suites
- A 200-seat, multi-use auditorium
- A mix of study and social spaces
- A café

As well as the facilities in the Sixth Form Centre, students have access to main school facilities.

- A gymnasium, a full sized sports hall, a fitness room, three 5-aside football pitches, one 9-aside football pitch, two 11-aside football pitches, one full sized rugby pitch and recently refurbished multi-purpose courts.
- An iMac suite featuring 26 iMacs with MIDI keyboards with Sibelius, Garage Band and Logic Pro X software
- Six fully restored music practice rooms (benefitting from an electric drum kit, keyboard, guitar, bass, microphone and multi-channel amp)
- Laser cutters, 3D printers, CNC Milling machines, and a range of state of the art engineering facilities
- A kiln for clay work
- Validus, a dedicated wellbeing centre equipped to meet the needs of all our young people



## Activities and Events

### Duke of Edinburgh Gold Award
A highly prestigious, nationally recognised qualification offered to all Sixth Form students, DofE enables students to develop a vast range of skills, both physical and mental, and they are supported by specialist, highly trained staff.

### Young Enterprise
Students involved with the Young Enterprise programme at Ridgewood have won almost 40 awards in just four years. The programme provides students with the opportunity to run their own business, source finance, manufacture a product and sell it to members of the public.

### Sports Leaders Award Level 3
For those studying PE at Sixth Form, there is an opportunity to take part in the Sports Leaders Award programme. As part of this scheme, students have the opportunity to lead on a particular area of sport, and to design and deliver sessions to others to help improve fitness.

### National Citizens Service (NCS)
Ridgewood School is proud of having formed an exciting partnership with the Doncaster Rovers Club Foundation in order to provide students with opportunities to take part in the NCS programme. Students complete the scheme during the summer holidays and spend two weeks away from home; the first week involves a residential activity and the second week is spent volunteering within local charities.

### Camps International
A group of students previously participated in an exciting once-in-a-lifetime trip to Tanzania, co-ordinated by Camps International. As part of the programme, students volunteered for two weeks within a Tanzanian village, helping to develop vital infrastructure including schools, medical centres and houses. They spent a further week taking part in a PADI scuba diving course, leading to their first PADI qualification.

### Internships
Students in Year 12 complete a week-long internship within a professional working environment and we are fortunate to have access to a wide range of internship providers. We work closely with our students at all stages of the process to ensure that they are matched to the appropriate internship placement.

The internship scheme truly enables students to expand their horizons, experience a taste of the careers they wish to pursue and in some cases, provide opportunities for a taste of independent living. Vital relationships have been developed as a direct result of internships, particularly in the field of medicine. Students are not confined to the local area for their placements, and some have taken this chance to complete placements in France and Spain. As well as providing a unique window into a potential future career, the scheme has also allowed students to establish key contacts and points of reference that they can use throughout their careers.

# Student Wellbeing

Validus Centre

We are extremely proud to be able to offer our students Validus, a dedicated wellbeing centre equipped to meet the needs of all our young people.

Validus provides a programme of holistic support, including qualified counselling support, professional and targeted support for young people experiencing issues, and specialist support for those students experiencing stress, anxiety, depression and low mood. It also raises the profile of wellbeing for all young people and staff and effectively supports our wider school teams. This outstanding facility enables us to effectively coordinate safeguarding, child protection, welfare and health concerns through one central hub and to provide opportunities for working with families and the wider community. It is also an appropriate and confidential venue for external agency workers working with young people and their families in school.

# Job Description

**Responsible to:** KS4 Progress Leader

**DUTIES AND RESPONSIBILITIES/KEY TASKS:**

In the short term, the KS4 Learning Mentor will be supporting the literacy priority in school by delivering the Thinking Reading Programme. The long term duties and responsibilities of the role are below:

**ACADEMIC MENTORING**

- To assist identified pupils in achieving targets for personal academic improvement.
- To raise the achievement of all students with a particular focus on those in receipt of pupil premium. This will include a specific focus on literacy and reading, to ensure that students are able to understand exam content.
- To contribute to the analysis of assessment data, as evidence of students' progress, to accurately identify students who need extra help.
- To assist and support students who are underperforming in their subjects on a one-to-one or small group basis, outside the classroom, as appropriate.
- Work with pupils, one-to-one, to encourage them to maximise their potential through a range of strategies and support programmes, e.g. use strategies which:
    - Develop organisational skills and memory,
    - Develop independent and collaborative working,
    - Improve the students' attitude to learning.
- To draw up agreed action plans with students outlining the aims of the mentoring.
- Monitor and evaluate the effectiveness of action plans and amend as appropriate.
- Support and attend the KS4 Progress Leader's Raising Standards meeting with the Assistant Headteacher (Quality of Education).
- To listen to and support students to resolve a range of issues that are creating barriers to learning. In addition to academic mentoring, this includes the implementation of strategies to raise students' self-esteem and to build confidence and supporting students in decision making and self-organisational skills.
- To assist students to make a successful transfer between educational establishments and transition at key stages in their learning.
- To liaise with parents and outside agencies as appropriate.
- To facilitate the process of enabling the student to meet coursework deadline dates by supporting both students and teaching staff.
- To advise and signpost parents when necessary.
- To set up meetings with relevant individuals where appropriate to share information/support families/individual students.
- To support the KS4 Progress Leader with the creation and maintaining of the Achievement Calendar during summer exams, including the pre-exam sessions with subject teachers.
- To support the KS4 Progress Leader and Faculty Leaders by tracking the students attending Y11 intervention/revision sessions.
- To liaise with school staff to identify students who would benefit from mentoring.
- To support with the organisation and to attend KS4 Parents' Evenings, Y9 Guided Choices Evening, Y10 & Y11 Revision Evening and Ridgewood Sixth Form Open Evening as appropriate.

**EXAMS**

- To support the Exams Officer with the smooth running of internal and external examinations.
- Act as an invigilator/prompt/scribe in internal and external examinations.
- Communicate the Achievement Calendar to staff during periods of external examinations.

**ALTERNATIVE PROVISION**

- Liaising with the Inclusion Manager, keep an accurate, up to date record of which students at on an alternative curriculum including but not limited to:
    - Days in and out of school
    - What subjects they are completing in school
    - What qualifications they are accessing in and out of school
    - Who is the key member of staff at the alternative provision who leads on their education
- Support the KS4 Progress Leader and Inclusion Manager with the collection of predicted grades (REGs) for Creating Futures data drops.

- To support the Exams Officer with planning the mock and official exams for students on a bespoke curriculum package.

**PUPIL PREMIUM**

- To support the KS4 Progress Leader with the:
  - Identification of the barriers of learning for our Pupil Premium students.
  - Coordination of intervention for our Pupil Premium students.
  - Tracking the impact of this intervention.
  - Analysis of the interventions.
- Support and attend the KS4 Progress Leader's Raising Standards meeting with the Assistant Headteacher (Quality of Education).

**TRANSITION**

- To support the school with KS3-4 transition by liaising with the KS3 Learning Mentor.
- To support the school with KS4-5 transition by liaising with the Post 16 Leader and the SLT member responsible for the Sixth Form.
- To support the Assistant Headteacher with the Year 9 Guided Choices process.
- Undertake a key role for the transition of KS3 students into KS4 and all that this entails.
- To identify students who are at risk of becoming NEET and liaise with careers, Ridgewood Sixth Form and other Post 16 institutions to ensure they have a suitable route.
- Support students with preparation for life after school i.e interviews, completing Sixth Form applications.

**LIBRARY MANAGEMENT**

- To work alongside other Learning Mentors to take up responsibility for the management, administration and running of the Library.
- To support literacy intervention of students who are identified by the Quality of Education team.
- To supervise pupils using the Library at break and lunchtime.
- To oversee the online library records system.
- To undertake the stock taking process for the Library and ensure all resources are in their correct places.

**MISCELLANEOUS**

- To participate in the process of appraisal.
- To network with other Learning Mentors and share best practice.
- Cover for absent colleagues and interchange duties as necessary at busy times.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- Undertake such other duties that may from time to time be reasonably requested.
- To undertake appropriate training as required, in order to be able to undertake the duties and responsibilities that are required.

Hours of work to be 37 hours per week term time only. Daily hours to cover the school working day.

All employees contribute to the safeguarding and promotion of the welfare and personal care of children and young people and appropriate Child Protection Procedures.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

**All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of thisperiod.**

# Person Specification

**A = Application, R = Reference, I = Interview**

| | Essential | Desirable | How identified |
|---|---|---|---|
| Qualifications | | | |
| 5 x GCSE grade C or above in English and Mathematics (or equivalent). | X | | A/R/I |
| Level 3 qualifications (A level, BTEC or similar) | | X | A/R/I |
| Willingness to obtain and/or enhance qualifications and training for development in post. | X | | A/R/I |
| Experience | | | |
| Experience of working as a member of a team | X | | A/R/I |
| Successful experience in working with young people. | X | | A/R/I |
| Experience of working with SIMS | | X | A/R/I |
| Experience working in a busy school or college environment | | X | A/R/I |
| Experience of handling data | | X | A/R/I |
| Knowledge | | | |
| Knowledge and understanding of library administration system and database | | X | A/R/I |
| Champion for equality, diversity and inclusion and understanding of how this is relevant in a school setting | X | | A/R/I |
| Excellent IT skills including Word, Excel, e-mail and database programs | | X | A/R/I |
| Skills and Abilities | | | |
| High levels of literacy | X | | A/R/I |
| Able to work in and adapt to a fast-paced, changing environment. | X | | A/R/I |
| Able to problem solve and develop solutions | X | | A/R/I |
| Effective time management skills and able to take responsibility for workload and prioritising of tasks | X | | A/R/I |
| Ability to handle confidential information | X | | A/R/I |
| Able to work collaboratively with others | X | | A/R/I |
| Able to communicate clearly and confidently using a range of channels | X | | A/R/I |
| Able to build strong relationships and networks with stakeholders | X | | A/R/I |
| Ability to communicate effectively both verbally and in writing especially with the Headteacher, other senior leaders, teachers , and other professionals | X | | A/R/I |
| Ability to work under pressure and to deadlines | X | | A/R/I |
| Self-motivated with the ability to work with minimal supervision | X | | A/R/I |
| Personal Attributes | | | |
| Demonstrates a positive attitude, professionalism,passion, energy and a willingness to support all customers and stakeholders | X | | A/R/I |
| Demonstrates integrity, fairness and consistency in all working practices | X | | A/R/I |
| Motivated and committed to continuous improvement | X | | A/R/I |
| Ability to plan and prioritise own workload and manage conflicting demands | X | | A/R/I |
| Excellent organisational skills | X | | A/R/I |
| Excellent communication and interpersonal skills | X | | A/R/I |
| A supportive and empathetic approach to students | X | | A/R/I |
| **The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service** | | | |

## Job Advert

**Job title:** **KS4 Learning Mentor (37 hours per week, term time only)**
**Salary:** **Grade 6 (Actual salary £17,189-£18,606)**
**To start:** **As soon as possible after appointment**

An exciting opportunity has arisen to join our associate staff team.

***What makes Ridgewood School special?***

Staff and students at Ridgewood work hard every day to embody the school's core values: Excellence, Teamwork, Enjoyment and Integrity. We are enjoying a trajectory of continued success and look forward to welcoming a successful applicant who can join us on our journey. We became a standalone academy in 2011, and we are incredibly proud of the progress we have made as a school, having laid strong foundations for further improvement going forward.

Our school motto, 'Prepare for the road ahead', represents our belief in preparing our staff and students for their future. We exemplify our motto not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which make us all model citizens. Our school values underpin what we do and contribute to our ethos in everything we undertake as a school community. We set our standards high and do not compromise, because we believe in the best for everyone.

***Why is the role of KS4 Learning Mentor right for you?***

We are committed to offering the staff who work at Ridgewood every opportunity to become the best they can be. Our training packages, for staff at all stages of their careers, are second to none, and we are proud to be able to offer our associate staff a range of individual and group development opportunities.

Are you a seeking an energetic, vibrant working environment, working alongside supportive colleagues? Do you want to work in a school with a dedicated team of senior leaders committed to whole school development? Are you ready to be part of a school community dedicated to giving young people the best opportunities possible? If so, Ridgewood School is for you.

Candidates are required to possess 5 GCSEs including Maths and English – Grade C or above (or equivalent).

For full details, to discuss the role or to request an application pack, please contact Frances Hamlet, the Head's PA. Either email hamlet_f@ridgewoodschool.co.uk or phone 01302 800482. Completed applications should be returned directly to school.

**The closing date for this post is 9am on Wednesday 20 April 2022.**

*Ridgewood School reserve the right to close this advert prior to the closing date above.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. The school operates a no smoking policy.*