

**INCLUSION**

**Rutlish School**

**ADVERTISEMENT**



**Rutlish School**

**has a vacancy for a**



**Achievement Mentor**

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**VACANCY**



RUTLISH SCHOOL

Watery Lane, Merton Park, London SW20 9AD

Headteacher: Mr Alex Williamson

**Position:          Achievement Mentor**

**Start Date: ASAP**

**Contract: One Year Fixed Term Contract**

**Grade:              ME6**

**Full Time Salary Range £19,917 - £21,984**

**Actual pro-rata Salary £17,171 - £18,953 35 hours per week, 39 weeks per year** (Term Time + Inset Days)

Rutlish is a very successful and oversubscribed comprehensive school located in the leafy suburbs of Wimbledon. Following our May 2017 OFSTED inspection, Rutlish School has been rated **Outstanding in all areas.**

We require an enthusiastic and dedicated Achievement Mentor to join our successful, happy and high achieving Inclusion Team. The main duties of an Achievement Mentor at Rutlish are as follows:

* To provide support and guidance to our students by removing barriers to learning to promote effective participation in school, enhance their learning and to raise aspirations and achievement, to allow them to achieve their full potential
* To work with students whose behaviour and disaffection significantly impacts on their attainment and progress
* To promote and safeguard the welfare of the students.

If you would like to make a difference to a young person’s life please e-mail a completed application form to [jobs@rutlish.merton.sch.uk](mailto:jobs@rutlish.merton.sch.uk) **by 12.00 Noon on 25th September 2017.**

*Please note that early application is advised as promising candidates may be called for interview before the deadline date.*

Visit the website [www.rutlish.merton.sch.uk](http://www.rutlish.merton.sch.uk) for an application form.

*We are committed to safeguarding the welfare of children and all applicants are therefore required to undertake a Disclosure and Barring Service Check. We fully support the London Borough of Merton’s Equal Opportunities Policy.*



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**JOB DESCRIPTION**



**Post:** Achievement Mentor

**Scale:**  Scale ME6

**Responsible to:**  The Inclusion Manager

**Duties:**

1. To provide an additional and complementary student support service to school staff and adult helpers; helping to
2. To address the needs of students who need help to overcome barriers to learning both inside and outside the classroom in order to achieve their full potential.
3. To prepare materials and resources appropriate to the needs of the students to facilitate sessions in an appropriate way for the students.
4. To review the progress of students on the various programmes and to report appropriately to the Inclusion Manager and identified audiences.
5. To help set up a variety of before school, after school and lunchtime clubs.
6. To support students to conform to the School Code of Conduct.
7. To manage students according to the School policies and procedures.
8. To contribute to School reports as appropriate.





1. To be a key worker for identified students.
2. Home / School liaison.
3. To liaise with other agency workers and participate in broader work e.g. attendance issues.
4. To help enable students with identified needs to access the curriculum and promote high standards of attainment for all.
5. To attend meetings and in-service courses as and when necessary to meet the needs of students and develop own skills.
6. To liaise and consult with the Inclusion Manager and other teaching staff.
7. To undertake other duties as required by the Inclusion Manager. This may include:

* assistance in practical lessons if appropriate
* monitoring and effectively managing students with behavioural difficulties
* supervising an adapted curriculum where necessary
* accompanying students on educational visits under the guidance of a teacher and assisting with any activities on these visits

1. To participate in the appraisal process.
2. To ensure the safety and welfare of students.
3. To work with initiative whilst referring complex matters for guidance.



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**PERSON SPECIFICATION**



**Skills, knowledge and abilities**

1. A commitment to enabling all students to access the curriculum and be fully included in all areas of school life
2. The ability to work in partnership with staff, teaching and support, governors and parents
3. The ability to establish effective relationships with students identified as likely to benefit
4. The ability to establish and maintain effective contact with families / carers of targeted students
5. An ability and willingness to keep accurate records of student progress and to report and consult with appropriate staff
6. An ability to attend review meetings on individual students
7. Good knowledge of the range of activities, information, courses, opportunities, organisations and individuals that may be drawn upon to provide extra support for targeted students
8. A willingness to assist with break and lunchtime supervision of students when required
9. A willingness to attend meetings and in-service training for personal professional development
10. A willingness to work with the Inclusion Manager in reviewing and planning your professional development

**Experience**

* Experience of working with students who have a variety of needs
* Experience of working as part of a team
* Experience of liaising effectively with parents and other agencies in consultation with teachers
* Experience of managing small groups
* Experience in monitoring and evaluating the achievements and progress of students

**Other requirements**

* An assurance to provide continuity of support for the students and staff plus a commitment to on-going professional development
* Flexibility
* A willingness to carry out any reasonable duty that may be required, commensurate with the post
* A commitment to implement and actively support whole school policies
* An understanding of, and commitment to, the London Borough of Merton’s Equal Opportunities policies
* Patience and a positive enthusiastic attitude
* Evidence of appropriate qualifications and / or experience
* Able to work independently