



Learning Mentor – Post 16

- This post, has a starting salary between CAN 14 – 17.
- The post is offered at 33 hours a week (with the possibility of fewer hours if this is mutually beneficial) for term time only (190 days).
- Breaks during the day: You will be scheduled for between 20 minutes and 60 minutes break each day, depending on service requirements of which at least 20 minutes will be for you to have lunch.
- The hours of work generally will be between 8.00 am to 4.00 pm unless otherwise agreed with you and in accordance with agreed hours. (i.e. later starts or earlier finishes within this time range to fit in with working hours)
- Holidays must be taken out of term time.

Job Description:

General description: To work under the direct instruction of teaching/senior staff in order to support Post 16 students' learning.

You will be assigned to the Post 16 team and be line managed by the attached Leadership member, though day to day line management may be devolved to another member of the team. You will be expected to:

- Work with individual P16 students (whether within the subject class or separately) to address gaps in their knowledge e.g. working through materials or explaining concepts
- Work with small groups of P16 students (whether within the subject class or separately) to re-teach or explain or develop writing skills (as relevant to the subject area)
- Work in subject classes in P16 to ensure students get the individual or small group input that they need as part of the lesson planning by the teacher e.g.
 - Developing students' cognitive skills by reinforcing concepts or terminology or discussing a query raised by individual students, enabling them to understand the subject matter and task at hand.
 - Developing students' problem solving skills by providing opportunities for developing investigative skills and encouraging students to use a variety of information sources and seek a range of solutions.
- Be a point of reference for P16 students to come and ask for help or support on work they are completing
- Mentor P16 students who need a boost to regain their confidence in the subject
- Prepare materials under the guidance of the Subject Leader as requested by senior staff
- Help with supervision at social times or when students are moving round the school
- Help with supervision of the P16 study room

General:

1. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Participate in training and other learning activities as required
3. Attend and participate in regular meetings
4. Respect confidentiality at all times
5. To carry out other duties as may be reasonably requested by the Senior Leadership Team/Line Manager

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

November 2023**PERSONAL SPECIFICATION**

You will be expected to work effectively with both teaching and support staff at all levels as well as with parents and pupils. You will thus need the following qualities:-

- Ability to handle sensitive issues relating to pupils, keeping confidentiality as required
- Ability to form good working relationships with pupils, parents and colleagues
- Good communication skills
- Good organisational and time management skills and the ability to work under pressure
- Adaptability and flexibility in working practices and the ability to know when to use your initiative
- A high degree of professionalism in your approach to work and tasks set
- An ability to present a good role model to pupils

In addition, the Learning Mentor will be expected to:

- Have the ability to work as part of a team
- Hold a relevant A level or related degree in the specific Subject area
- Be able to explain how to improve work, or explain concepts in the chosen area
- Have the required background knowledge to support students' progress in the chosen area
- Be confident in working with young people

Training in school systems and practices will be provided.