



CHARTERHOUSE

LEARNING MENTOR–JOB DESCRIPTION

Introduction

1. The Learning Mentor will work primarily with the Learning Centre but will also work with pupils in boarding houses in the evening. The Learning Centre is a welcoming learning environment situated at the heart of Charterhouse. It is fully resourced with an up to date range of assistive technology such as touch-typing, text-to-speech, spelling and dictation programmes. Charterhouse's wireless network gives pupils access to the internal network and the internet. The boarding houses are located within the school's extensive campus. The Learning Support department is friendly and committed to providing the very best academic support to all pupils. The Department has forged strong links with the boarding houses and Library, and liaises closely with the individual academic departments to ensure we create the optimum learning environment for all.

Organisation

2. Responsible to: Head of Educational Support
3. Responsible for: No direct reports
4. The Learning Mentor should also liaise closely with current pupils, Heads of House, Heads of Year, Library.

Duties

5. Whilst specialist teachers in the Learning Centre will primarily support the development of individuals' literacy and learning skills, the Learning Mentor will extend the availability and range of help on offer to enable all students to benefit from additional support and the resources in the Learning Centre as and when they need it.
 - a. During lesson times, the Learning Mentor will be available to see pupils who have been identified as requiring additional support; help with homework, revision techniques, time management, motivation/organisation are just some of the areas we currently support students in.
 - b. Where some pupils have free periods to use for study, the Learning Mentor may oversee this study time in the Learning Centre and be on hand to offer help and advice.
 - c. As life in a busy boarding school does not stop at the end of the school day, it is envisaged that the successful candidate will play a pivotal role in supporting pupils with evening homework in the boarding houses.

Safeguarding

- ♦ Demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position.

PERSON SPECIFICATION

Relevant Experience/Knowledge & Technical Competencies

ESSENTIAL

- ♦ IT skills
 - Confident to use and learn about selected software programmes
 - Familiarity Office 365 would be an advantage

DESIRABLE

♦

Qualifications

ESSENTIAL

- ♦ Intellectually robust with a good standard of education
- ♦ GCSE or equivalent level in Maths and English

DESIRABLE BUT NOT ESSENTIAL

- ♦ A qualification in computing skills or related area

Personal Competencies / Skills

ESSENTIAL

- ♦ Ability to relate to, motivate, engage with and encourage young people
- ♦ Able to communicate effectively with pupils and colleagues
- ♦ Enthusiastic and resilient
- ♦ Proactive in encouraging pupils to access support
- ♦ Flexible and willing to help in different settings
- ♦ Able to use initiative
- ♦ Excellent organisational and administrative skills
- ♦ An understanding of the boarding school ethos

Working Conditions

This is a fixed term appointment for two academic terms, ending at the end of the summer term, however a review of the role and the needs of the School and its pupils may result in further contract extension or a permanent appointment.

Working hours for this role are 37.5 hours per week, Monday to Friday (days and times are flexible, including evenings), term time only, plus 1 working day before the pupils arrive back in School each term in order to take part in School INSET.

Benefits of Employment

<i>Salary</i>	Commensurate with the skills and experience of the successful candidate
<i>Holiday</i>	6.6 weeks including bank holidays, pro rata
<i>Benefits</i>	Membership of the Charterhouse Club (sports centre) Inclusion in Personal Accident Insurance Cover Employee Assistance Programme School lunches are usually available throughout the year (except when School closes) Death in Service Benefit

Free parking

Benefits subject to eligibility criteria:

Contributory Pension Scheme

Subsidised membership of School Golf Club

Cycle to Work Scheme

Probationary period 6 months

Notice Four weeks during probationary period. Once the appointment is confirmed both parties are required to give the other at least four weeks' notice.

Application Procedure

Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. This will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

The link to our vacancies is:

<https://www.charterhouse.org.uk/about-us/employment-opportunities>

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Charterhouse education provided to pupils in our global and multi-cultural environment. Join us now to be a part of it.

Closing time and date for applications is

12 noon on Monday 10 January 2022.

Interviews will take place shortly after the closing date, however early applicants may receive a bespoke invitation to interview before this time.

If candidates would like an informal conversation before applying, Karen Keane (Head of Educational Support) would be very happy to talk with you. Please contact her by email (kak@charterhouse.org.uk) to arrange a mutually convenient time.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.