

Job Title: LEARNING MENTOR

INFORMATION FOR CANDIDATES

Role commences: **As soon as possible**





RODBOROUGH SCHOOL

As a school we are dedicated to **#UnlockingPotential** within every child. We value the contribution that all our staff team make to Rodborough and recognise that everyone who joins us contributes to the experience our students have. We are looking for team players who are dedicated and committed to continuous improvement and professional development.

Rodborough has undergone significant development since joining the Weydon Multi-Academy Trust. With the Trust's support, the school has seen remarkable progress, reflected in impressive academic achievements and a focus on creating an inspiring environment for both students and staff.

The school has undergone substantial refurbishment, including the transformation of its classrooms, the introduction of a new catering area, a modern staff room and the rollout of a new uniform. These improvements reflect Rodborough's commitment to enhancing the learning experience for students and creating a positive school culture.

Rodborough is known for its strong pastoral curriculum, underpinned by the 5Rs: Respect, Resilience, Responsibility, Resourcefulness, and Reflection and its commitment to excellence. The school is also recognised for its work supporting autistic students in a mainstream environment.

The school's academic performance continues to excel, with a 2024 Progress 8 score of 0.5, and in the same year, Rodborough was ranked 33rd in the country for most improved schools. The school's results were also highlighted in the *Sunday Times Parent Power* and ranked in the top 5% for History, RE, and Geography, and 65th nationally for Progress.

Looking ahead, the school is excited about plans for further refurbishments and the development of more state-of-the-art facilities. Embracing AI and other cutting-edge technologies makes this an exciting time to join the school, as we continue to innovate and grow. With school trips to Austria, Iceland, Germany, France and eSwatini amongst others we provide students and staff with enriching opportunities outside the classroom.

We are looking for dedicated team players who align with our values and are committed to making a positive impact on students' lives. Joining Rodborough means becoming part of a dynamic and forward-thinking community dedicated to excellence, both in academics and personal development.

Yours faithfully,

Emma Hunston, Principal

REASONS TO WORK AT RODBOROUGH

We want everyone who works here to feel valued and supported and for Rodborough to have a positive impact on all areas of your life. There are a variety of new and existing initiatives that you can benefit from as a member of Rodborough staff, below are just a few of these:

Health

- Westfield Healthcare plan which allows staff to claim cash back on dental, optical and therapy treatments.
- 24hr Counselling and Advice Line
- Employee Assistance Programme inc. 24/7 virtual GP, Health checks and Wellbeing Services.
- Free use of the Fitness Suite at specified times
- Two wellbeing days per year

Money

- Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support staff)
- Death in service benefit
- Cycle to work scheme
- Free car parking

Work

- Staff social areas with free tea & coffee
- Appraisal scheme
- Professional development opportunities
- Excellent working environment
- Opportunities to collaborate with colleagues across the Trust.
- All SLT teach to spread the load and stay firmly 'in the game'. This includes the Principal.
- Staff co-plan and share resources
- Open door policy to support teaching and learning based on professional curiosity
- A fully centralised behaviour system allowing for disruption-free learning

Life

- Free access to Westfield Health portal including online advice and support and access to free counselling
- Enhanced maternity/paternity and holiday allowance
- Paid time off for Carers/Dependents
- Flexible and part time working supported



JOB SUMMARY

Rodborough is an inclusive school with a Cullum Centre. This is a Specialist Resource designed to support autistic students capable of achieving at least 5 GCSEs within a mainstream provision. Rodborough Learning Support Assistants work across SEND/Cullum for varying hours per week.

We strive to ensure that every student is valued, can actively engage in the curriculum and take part in broader life of the school. We aim to help students acquire skills which will enable them to enjoy independence and become life-long learners.

We aim to enable young people to make the best possible progress and provide flexible support and advice for all children experiencing barriers to learning. This role is varied, and will include mainstream lesson support; working with specific student/s across the curriculum, running small groups and providing individual support.

In addition to academic support, all Learning Mentors are keyworkers and provide an invaluable 'friendly ear' for all those children who sometimes require a sympathetic listener to boost morale.

The role includes an element of admin, updating student records and liaising with all stakeholders (staff, parents and students).

Strategic purpose

To support the teaching staff and provide students with the level and type of support as specified by the teacher or the SENDCo.

Key Responsibilities

Student support

- Provide students with level and type of support specified by the teacher.
- Assist with the supervision of students as they arrive to school and moving between lessons.
- Support individual or groups of students during independent/group work (e.g. explaining tasks, reinforcing key objectives, concepts or vocabulary; using practical apparatus or specialist equipment).
- Assist students in the development of communication skills.
- Assist in the personal, social and emotional development of students and in the development of self-esteem.
- Monitor and provide for the general care, safety and welfare of students (excluding duties of designated first aid officer). Where students have SEND that includes the need for personal care, provide this within the Health and Safety guidelines as necessary.
- Accompany students as directed within school and on educational visits/trips, in accordance with an appropriate risk assessment and Local Authority guidance.

Teacher Support

- Provide feedback to the teacher about the learning activities and student responses to them.
- Monitor individual or group achievement of key objectives and feedback to the teacher.
- Carry out, under direction, the assessment of individuals or groups of students.
- Participate in record-keeping – e.g. provide verbal and written information to contribute to the planning and review of student progress and support.
- Attend Education and Health Care Plan (EHCP) review meetings, if appropriate.
- Support the implementation of strategies to manage student behaviour.
- Administrative work associated with the role

School support

- Participate in induction training for learning support assistants and staff review/performance processes and make use of professional development opportunities.
- Maintain confidentiality according to organisation and legal requirements; adhere to/maintain school policies, routines and codes of conduct and support the ethos of the school.
- Be aware of and practise within equal opportunities policies and principles and health and safety regulations. Seek to prevent accidents and report these to the designated person in school.
- Be aware of and practise according to the Safeguarding policy.
- Undertake other duties that can reasonably be expected of and are relevant to the level and nature of the post.
- Be available for work for 195 days a year (pro-rata if working less than a 5 day week), including attendance at training and on INSET days.
- Attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week.
- Understand the roles and responsibilities of others within the school.
- Liaise with parents/carers (as directed).

ADDITIONAL DUTIES AND RESPONSIBILITIES

- The post holder may be required to perform any other reasonable tasks as directed by the SENCO/Principal.



SKILLS & ATTRIBUTES

- **Confidentiality and discretion:** With sensitive information.
- **Making things happen:** You will need to be super organised, effortlessly juggling multiple priorities.
- **Calm under pressure:** Clear and thoughtful communication, with that perfect mix of compassion and assertiveness.
- **Always one step ahead:** A proactive mindset is essential, anticipating needs and thinking strategically.
- **Adaptable and independent:** A positive, can-do attitude, keeping calm in a fast-paced environment, flexible and easily shifting gears when necessary.
- **Experienced:** With previous proven experience in a solution focused, problem solving role.
- **A team player:** With strong interpersonal skills to manage relationships across all levels.
- **Dress code and attitude:** Smart professional business attire and a positive attitude
- **Confident:** Training for the roll will be provided.

TRAINING

Training will be provided in school and externally, if deemed necessary to the role.

GENERAL NOTES

This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Principal.

“I think all the staff have been incredible - they’ve really made the children feel welcome and focussed on their happiness, and as a result E. loves going to Rodborough and looks forward to her school day every morning.”

Key Stake Holders:

The Rodborough School Community, including, Senior Leadership Team (SLT), parents, prospective families, governors, staff, students, alumni, community partners, national organisations and others in the Trust.

Salary: WMAT Pay Scale WA3 £24,420 - £26,167 FTE

Hours: Part Time 2-3 days per week to include Tuesday & Wednesday (core working hours are 8.30-3.30pm), Term Time Only

Line Manager: SENDCO

For all aspects of the role, it will be crucial to be a people person, someone who is flexible with their role and their working hours – to make it happen. This will suit someone with significant experience of multi tasking or of being in a proactive problem-solving role previously.

There is an expectation that all Rodborough staff members provide a modest contribution to the extracurricular programme, cover system or student supervision system through a club or activity, regular duty, supervision on trips or other activities and/or contribution to the invigilation and other areas of school life. This will evolve over time.





PERSON SPECIFICATION ESSENTIAL

Qualifications and experience.

- Educated to at least GCSE grade 4 standard or equivalent in English and mathematics.
- Familiarisation with the content of DFE teaching assistant induction materials.

Knowledge and Experience

- Ability to build and form good relationships.
- Strong verbal and written communication skills.
- Ability to work constructively as part of a team.
- Ability to problem solve, risk assess and initiate change process.
- Ability to improve own practice/knowledge through self-evaluation and learning from others.
- Ability to proficiently use computer software.
- Ability to maintain record systems both manual and computerised.
- Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation eg child protection.

Personal Qualities:

- A diplomatic and calm approach and the ability to be empathetic when required.
- Ability to work in and promote the needs of a diverse community.
- Ability to maintain strict confidentiality of information received and processed as part of role.
- Ability to show initiative and to prioritise one's own work and work to tight deadlines.
- Able to work flexibly to support others and respond to unplanned situations.
- Efficient and meticulous in organisation and detail.
- Desire and commitment to enhance and develop skills and maintain knowledge of current practice through CPD.
- Commitment to the highest standards of child protection and safeguarding.
- Recognition of the importance of personal responsibility for health and safety.
- Commitment to the school's ethos, aims and its whole community.

DESIRABLE

Qualifications and experience.

- Experience of working in a school or similar establishment.
- NVQ 2 for teaching assistant or equivalent qualification and/or experience.
- Experience of working with children/young people including those with autism and complex trauma

Knowledge and Experience

- Working knowledge of behaviour management strategies.
- Basic understanding of child development and learning principles.



**Ranked 25th in The Sunday Times
33% 9-7**



FURTHER INFORMATION TERMS AND CONDITIONS

- Staff at Rodborough School are remunerated according to our own salary scales. Salary will be competitive and commensurate with qualifications and experience.
- Employees are entitled to join the School's relevant workplace pension scheme.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a Suitability to work with children: self-declaration form. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Rodborough School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are spent unless they are protected under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

Rodborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering our 5R's: Respect, Resilience, Responsibility, Resourcefulness and Reflection.

We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

APPLICATIONS

Applicants are asked to complete the **Support Staff Application Form** (which is available on our website) and send them with a supporting statement addressed to Ashleigh Deane as soon as possible and by **Monday 13 April 2025 2026, 9.00am** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Rodborough School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES Publications, the TES Online, Eteach, Indeed or Fish4Jobs or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the PA to the Principal and sent (by letter or by email) to:

Mrs Ashleigh Deane
Rodborough School
Petworth Road
Milford
GU8 5AB
01483 411100
adeane@rodborough.surrey.sch.uk
www.rodborough.surrey.sch.uk



SCHOOL LOCATION AND DIRECTIONS

The Rodborough campus is an impressive estate situated in Milford, close to the historic market town of Godalming, close to the South Downs. We have easy access to a number of National Trust sites and benefit from extensive grounds and green space. With easy access to the A3, the school is also easily accessible by both public bus and train.

DIRECTIONS

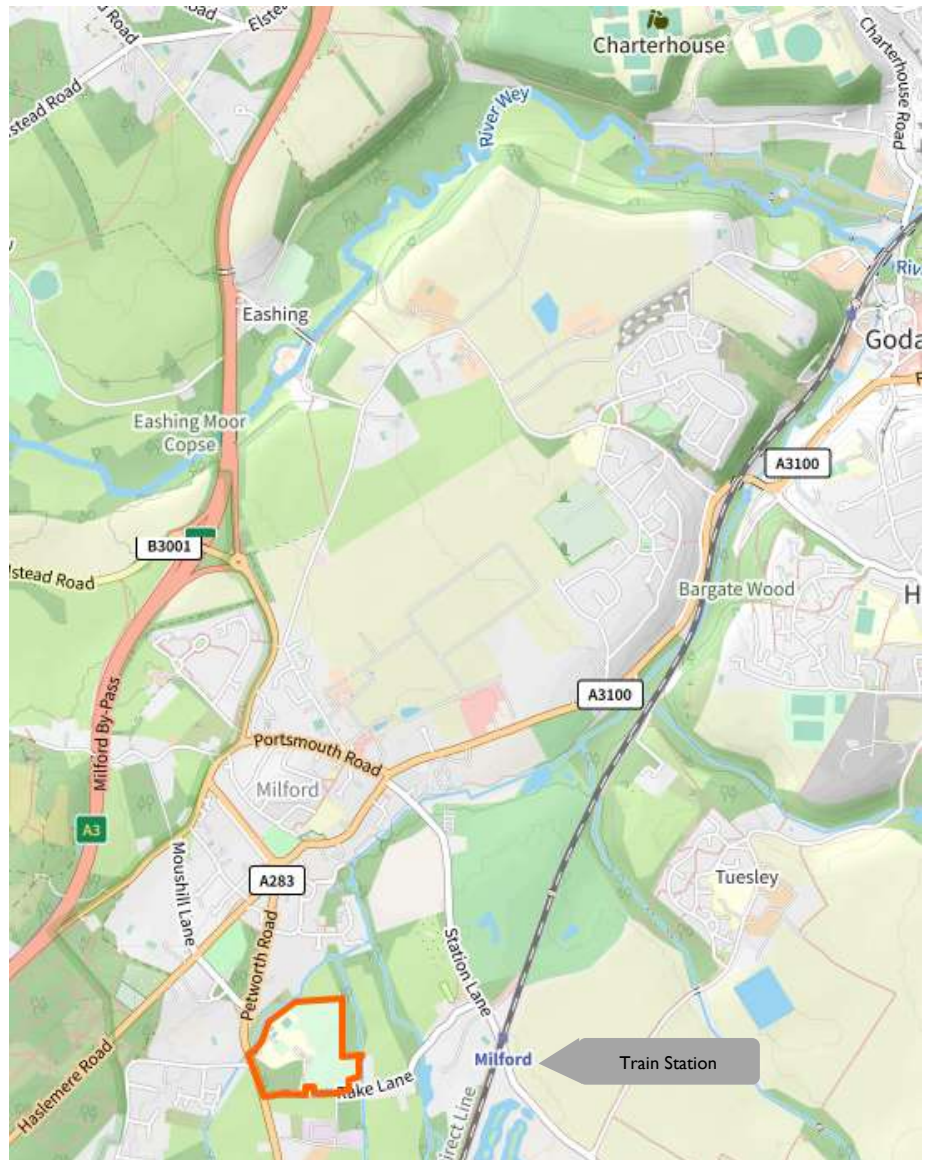
By Road

From the North, exit the A3 at the Milford Interchange, take the first exit onto the A283. Proceed straight over the first traffic lights and take the left slip road at the second set of traffic lights. At the roundabout follow signs for A283/Petworth Road and take second exit. Rodborough will be on your left immediately after the pedestrian crossing.

From the South, exit the A3 at the Milford Interchange, take the third exit onto the A283. Proceed straight over next roundabout and straight through the first traffic lights. At the second set of traffic lights take the left slip road, staying on the A283. At the roundabout follow signs for A283/Petworth Road and take second exit. Rodborough will be on your left immediately after the pedestrian crossing.

By Rail

Trains from London Waterloo and Portsmouth Harbour call at Milford Station. Exit the station and turn right up Station Road. Cross the road onto Rake Lane. A 10 minute walk will bring you Rodborough.



WHAT3WORDS [baguettes.value.jaws](https://www.what3words.com/baguettesvaluejaws)