

GLF SCHOOLS

**Grow, Learn and Flourish**



**Trust Academic Mentor**

Associate 3 - £21,000

**Start Date:** ASAP

**Closing Date of Advert:** 1st November 2020

# Welcome to GLF Schools

## Where you can Grow, Learn and Flourish

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### Message from our CEO

Dear Candidate,

Thank you for your interest in GLF Schools and the role of Trust Academic Mentor. We have introduced this fixed term role in order to help support our children's learning as a result of Covid-19.

We are delighted that you have chosen to explore a career with us. I hope that the information in this recruitment pack is valuable in providing you with the detail to assist you in your application. More importantly, we hope it helps you to develop your understanding of what it means to work within the GLF Trust and its family of schools.

Within this pack, you will find the following:

- The story of GLF Schools
- Our employment offer and benefits
- How we support flexible working for our colleagues
- The application process
- Job Description and Person Specification for the role.

I would encourage you to visit us on the below platforms:

Online – [www.glfschools.org](http://www.glfschools.org)

Twitter – @GLFjobs and @GLFSchools

Facebook – GLF Schools

I wish you every success with your application and hopefully look forward to working with you in the near future.



Jon Chaloner  
**CEO**

# Our Story

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GLF Schools was founded in 2012 in order to enable the federation of Glyn School (an academy in 2011) and Danetree Junior School. Having worked in partnership since October 2010, both schools' governing bodies and leadership teams believed that, as like-minded partners, working in different sectors gave incredible opportunities to the children, students and colleagues of both schools. Armed with that simple philosophy, we began our 'journey' – a journey that would help us become a trust of more than 2000 talented staff working with over 15000 children and young people - in 41 schools across seven local authority areas in southern England.

Joining GLF Schools brings a wealth of opportunity both personally and professionally. Each school in our trust has its own individual identity, while benefiting from the expertise that comes from a dedicated and experienced support team.

GLF Schools will recognise your skills, encourage creativity and provide opportunities for you to grow, learn and flourish. As a member of staff you can expect GLF to invest in your career progression, provide a bespoke career development plan and offer the potential to be remain with us for your whole career in education.



# Thrive in a Career with GLF Schools

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**GLF Schools has a generous employment offer which allows our colleagues to Grow, Learn and Flourish.**



## Continuous Professional Development

We are committed in supporting the professional growth of our staff. We hold regular CPD workshops on over 100 topics via our Central Core CPD offer for both teaching and support staff. This core CPD offer compliments both school level training and bespoke courses. All staff have access to a comprehensive e-learning portal with various CPD courses including safeguarding and role specific training.



## Work life and family friendly policies

GLF Schools supports working parents through a number of policies and initiatives. We offer generous enhanced maternity leave, shared parental leave and paternity leave. Staff are able to apply for childcare vouchers for registered childcare providers, to offset some of the costs of being a working parent. We recognise staff have commitments outside of school so we have developed a special leave policy which allows staff to apply for paid time off to attend significant events.



## Flexible Working

We are committed to drive forward flexible working opportunities across our Trust to ensure we are able to meet the work-life balance requirements of a diverse applicant market. We are open to discussing flexible working at hiring point and are pleased to be one of three MATs involved in a flexible working pioneer programme for teaching.



## Staff Wellbeing

As an employer, we are committed to staff well-being. All staff have access to a 24/7 confidential Employee Assistance Programme with access to specialist telephone counselling. We have well-being ambassadors within each of our schools to promote our well-being initiatives and to signpost staff to relevant support agencies. 'GLF in touch' is our termly e-newsletter that focuses on well-being. GLF Schools is working in partnership with recognised unions to support its well-being strategy and looking at innovative ways to improve staff workload.



### Staff Benefits

Teachers joining the Trust will become a member of the Teachers' Pension Scheme and for support staff we adopt the Local Government Pension Scheme. Staff have access to a benefits platform offering discounted shopping, gym memberships, childcare vouchers and cash back. We offer all staff an enhanced sick pay scheme and candidates moving from the public sector without a break in service can be reassured that continuous service will be honoured.



### Career Pathways and Talent Management

Working in the Trust offers a unique experience. As a member of staff, you can expect GLF to invest in your career progression, provide a bespoke career development plan and offer the potential to be fast tracked into leadership. We are keen to promote from within so if you are looking for a career with real potential for progression, then GLF Schools is the place for you.



### Community and Collaboration

With 41 schools currently within our Trust, opportunities to share and collaborate is highly encouraged and facilitated. We have different forums to support the sharing of expertise including MAT subject leader forums, a conference/celebration called the Festival of Education, MAT Mondays (secondary schools working together by subject), SEND forums, NQT forums, Headteacher forums and role focussed forums. Our operations teams also attend networking sessions to ensure all schools within GLF work as a team and achieve more by sharing.



### Valued Worker Scheme

GLF Schools is proud to be approved by NASUWT and endorsed by other unions for becoming accredited via the Valued Worker Scheme. This shows our commitment to staff welfare and well-being. GLF was also the first MAT in our locality to sign up to a Joint Consultative Committee with our Unions, ensuring we work in partnership with them and seek their input when creating our staff related policies and initiatives.

# 41 Schools 41 Reasons

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1. Well-being ambassadors are appointed in our schools to **support** our colleagues.
2. We offer **flexible** and **family** policies.
3. We have clear opportunities for **career pathways**.
4. We develop our **talent succession** planning by region.
5. We hold **CPD** workshops on over 100 topics.
6. Our Teachers are members of the **Teachers' Pension Scheme**.
7. For our Associate Staff we adopt the **Local Government Pension Scheme**.
8. All colleagues have access to a **benefits platform**.
9. We offer **enhanced** sick pay.
10. We offer a much deserved **Christmas closure**.
11. Colleagues have access to a **24/7** confidential **Employee Assistance Programme**.
12. All colleagues receive the 'GLF In Touch' e-newsletter that focuses on **well-being**.
13. We have a clear strategy looking at **innovative** ways to improve **staff workload**.
14. GLF Schools was part of a CIPD pilot scheme as a '**Flexible Hiring Champion Employer**'.
15. We offer generous **enhanced maternity** leave, shared **parental** leave and **paternity** leave.
16. Colleagues have access to a comprehensive **e-learning portal**.
17. We will support you in building a **bespoke career development** plan.
18. We hold many different forums to support the **sharing** of expertise.
19. We offer senior and middle leader programmes to develop **leadership**.
20. We offer a comprehensive **development** programme for trainee teachers and NQTs.

21. Colleagues can access our **teaching school** for those looking to develop into teaching.
22. We create a **culture of coaching** - staff **collaborate**, support and develop one another.
23. Teachers are offered designated and **flexible** PPA time: your time is **precious**.
24. Our appraisal system is **focused** on your **CPD** and not on measuring performance.
25. At GLF, pay is decoupled from the appraisal process and we offer **automatic pay progression**.
26. All colleagues are invited to an **annual social event** to celebrate the end of the academic year.
27. We offer all colleagues the opportunity to join an **Apprenticeship** scheme.
28. GLF has a regional structure in place to **support** schools and colleagues.
29. All colleagues are invited to attend an annual conference day **bringing together** schools.
30. There is always **on hand support** from our Central team in Head Office.
31. Each region/school/colleague has access to a **dedicated** IT team to assist them.
32. We are **happy** to talk about **flexible** working at point of hire.
33. We offer School to School support, with specialists **sharing** their **knowledge**.
34. All colleagues receive a thorough **induction** and **onboarding** process.
35. We **share** case studies with you to help you **understand** how you could work **flexibly**.
36. We ensure all colleagues have the **right tools** to do their job **effectively**.
37. GLF is endorsed by recognised education unions and are **accredited** as a **Valued Worker Employer**.
38. We work in clusters of schools to ensure we **collaborate** and share resources.
39. Every school has their own **identity** to suit and support their local community.
40. We **participate** in charity events both nationally and locally.
41. We **pride** ourselves in ensuring all our colleagues have the opportunity to **Grow, Learn and Flourish**.



# The Application Process

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## Application

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving school to the present day. Please be advised that the Supporting Statement is an instrumental part of our shortlisting process. Please give as much detail as possible, including how you feel you meet the criteria of the Person Specification, and why you think you are the most suitable candidate for the job. Please note, all applications should be received online, and we do not accept CV's as part of the selection process.

## Shortlisting

The panel will shortlist based on those applicants who best meet the criteria for the post as outlined in the Person Specification.

## References

We request references for all candidates who are invited to interview. Referees should be provided from your current and last employment. If you are currently working in education, please note that your first referee must be the Headteacher/Principal of the school(s) that you are currently employed with.

No job offer will be made without the receipt of two satisfactory references.

## Interview Process

All interviews consist of formal interview questions, and for some job roles you may be asked to undertake assessment tasks which could include a presentation, data or job specific selection tasks.

You will be asked to bring proof of identity and qualification certificates when you attend your interview. If your interview is taking place virtually, you will be asked to email copies ahead of the interview.

Candidates who have a disability or any other needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the selection process.

## Onboarding and Induction

Successful candidates are offered a comprehensive onboarding and induction programme upon commencement of the role.

## Probationary Period

For successful candidates, it is the policy of GLF Schools to operate a probationary period.

## Additional Information

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.



## Job Description

<b>Job Title</b>	<b>Academic Mentor</b> Associate 3 £21,000 FTE FIXED TERM - Academic year 20/21	<b>Job Reference</b>	TAM20
<b>Location</b>	Based in one of our secondary schools; <b>de Stafford</b> – Caterham <b>Merstham Park</b> – Merstham <b>The Beacon</b> – Banstead <b>Rosebery</b> – Epsom <b>Glyn</b> – Epsom <b>Aureus</b> – Didcot	<b>Travel required</b>	Yes (own car required)
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>To plan and develop learning sessions under the direction of faculty/department lead to contribute towards effective learning, engagement and achievement</li> <li>To lead and implement a programme to help support children address gaps in their learning as a result of Covid-19.</li> <li>To ensure consistently high standards of learning and ensure each student has a positive attitude towards not only their personal education but the school as a whole.</li> </ul>			
<b>Key Accountabilities</b>			
<b>Main Duties</b>			
<ul style="list-style-type: none"> <li>To lead subject-specific work with small groups, both in the classroom and through withdrawal sessions</li> <li>To run 1:1 subject specific work with targeted individuals</li> <li>To organise and lead revision sessions</li> <li>To provide additional support for pupils shielding or not in school</li> <li>Demonstrate a high level of pre-existing subject knowledge in either Maths, English or science</li> <li>To ensure that the sessions that you deliver enrich and engage all students taught.</li> <li>To support the designated faculty team, working with others to promote good practice in the faculty</li> <li>Assess student work to monitor and evaluate progress</li> </ul>			
<b>Best Practice</b>			
<ul style="list-style-type: none"> <li>Monitor and intervene to ensure sound learning and behaviour management.</li> <li>Use effective questioning, listen carefully to students and give attention to errors and misconceptions.</li> <li>Select appropriate learning resources to get the best out of learning time</li> <li>Match approach to content, structure information and use appropriate vocabulary.</li> <li>Provide clear structures for the sessions maintaining pace, motivation and challenge.</li> <li>Understand learning platforms to support any students that require homeschooling</li> </ul>			
<b>Other Duties</b>			
<ul style="list-style-type: none"> <li>To undertake any other duties commensurate with this post as directed by the Faculty or Department Lead/Headteacher</li> <li>To maintain and form appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the GLF Staff Code of Conduct</li> <li>Understand the Trusts commitment to GDPR and ensure this maintained</li> </ul>			
<b>Accountability</b>			
<ul style="list-style-type: none"> <li>Head of Faculty or Department/Headteacher</li> <li>GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.</li> </ul>			
<b>Safeguarding</b>			
<ul style="list-style-type: none"> <li>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</li> </ul>			

## Person Specification

Job Title: <b>Academic Mentor</b>		
	Essential	Desirable
<b>Education and Training</b>		
Degree (2.2 or above) <u>OR</u> have Qualified Teacher Status (QTS)	✓	
Grade C (Level 4 or above) in GCSE maths and English	✓	
Evidence of commitment to continuous professional development	✓	
Evidence of further study		✓
<b>Professional and Experience</b>		
Demonstrate a high level of pre-existing subject knowledge in Maths, English or Science	✓	
Teaching of Maths, English or Science to students at KS3 and KS4		✓
Experience of teaching post-16		✓
Developing and maintaining good relationships with colleagues and students	✓	
Commitment to raising the achievement of all students of all abilities	✓	
Using ICT to support learning and teaching	✓	
Supporting improvements in teaching and learning		✓
Using data to inform planning and future developments	✓	
Monitoring, evaluation and review to support improvements/improved outcomes	✓	
A successful track record of improving student performance outcomes		✓
Able to plan and manage a busy workload	✓	
Able to find solutions and make rational, well informed and pragmatic decisions	✓	
<b>Personal Attributes</b>		
Positive and solution focused with a flexible approach to work	✓	
Self-motivated and proactive	✓	
Reflective and keen to develop self and others	✓	
High levels of integrity, able to ensure confidentiality	✓	
Able to influence and inspire confidence and trust	✓	
Good communicator both orally and in writing	✓	
Ability to coach, train and develop others	✓	
Excellent interpersonal skills including the ability to form rapport and build good working relationships with others	✓	
The ability to maintain and form appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the GLF Staff Code of Conduct	✓	