



CHARTERHOUSE

Information Pack

LEARNING MENTOR

Starting September 2023



Contents

- 3** **The Charterhouse Educational Support Department**
- 3** **The Role – Overall Purpose and Responsibilities**
- 4** **The Person Specification**
- 5** **Application Process**



Educational Support at Charterhouse

Introduction

The Educational Support Department at Charterhouse exists to help pupils develop their learning skills so that they can fully access the School's curriculum and achieve outstanding examination performance at GCSE, A Level and IB Diploma.

Its aims are in line with those of the School: to promote independent learning and stimulate intellectual curiosity. In every case, the goal is to produce in pupils the ability and confidence to take responsibility for their own learning – a prerequisite for success later at university and in the world of work.

The Department explicitly supports approximately 200 pupils who are on the School's Learning Support Register. Their needs encompass those seen in all schools: dyslexia, dyspraxia, ADHD etc. The Department is currently staffed by a Head of Educational Support (SENCo), an additional SEN teacher, a learning mentor and an administrator. It receives further support in the form of teachers of English, Mathematics and Science who provide small-group assistance for a small number of pupils who are studying a reduced curriculum.

The Department is housed in the heart of the beautiful 1872 campus in the Learning Centre: its physical centrality reflective of the importance of its work in ensuring that all pupils fulfil their academic potential. It works very closely with the Wellbeing Centre, recognising that pupils' emotional, social and mental health needs are closely entwined with their academic performance.



The Role – Overall Purpose and Responsibilities

The Learning Mentor will work, under the guidance of the Head of Educational Support, with individual pupils and small groups to develop their learning skills and confidence. As an example, this might involve helping them to structure an English homework assignment or to explore their research skills as part of a project to be undertaken in class. The role is likely to be an ideal first step for someone who feels that their future career may lie in education, and the School is committed to helping the appointee develop a range of experiences that will help them in making the step to qualified teacher or another similar role.

The appointee will work primarily with the Learning Centre but will need to develop strong working relationships with all teachers and other staff involved in the pastoral life of the School. They may also be required occasionally to work with pupils in boarding houses, and a degree of flexibility over hours is therefore required.

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.



Person Specification

Qualifications

ESSENTIAL

- degree or other post-18 qualification
- Good GCSE or equivalent pass in Maths and English

Relevant Experience/Knowledge & Technical Competencies

The successful candidate will possess a track record or potential for achievement in:

- working successfully with young people
- nurturing and supporting pupils' wellbeing with well-developed pastoral instincts

- problem solving – analysing the task to be undertaken, and the ability to review and evaluate the outcomes
- communicating concepts in articulately, positively and sensitively to pupils of different ability and age, developing a working relationship of mutual trust and respect

Personal Competencies / Skills

- 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
- awareness of an individual’s educational needs and the ability to direct teaching accordingly.
- high levels of literacy, enthusiasm and confidence, and a good level of humour when necessary
- ♦ IT skills: familiarity with Office 365 and an interest in developing understanding of SEND-specific software packages.

Pastoral Care

- Take a proactive role in ensuring the pastoral wellbeing of pupils, drawing the prompt attention of relevant members of the core of staff supporting each pupil to any issues affecting their welfare.

Co-curricular Responsibilities

- Promote the School’s values so that pupils acquire the attitudes, skills and knowledge needed to make a positive contribution to society
- An interest in participating in the School’s extensive co-curricular programme would be appreciated, and would help to develop strong relationships with the pupil body.

Safeguarding

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



Working Conditions

This is a two-year fixed term appointment. However, a review of the role and the needs of the School and its pupils may result in a permanent employment.

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 5 working days (total) immediately prior to the beginning of terms in order to take part in School in-service training.

Benefits of Employment

<i>Salary</i>	Commensurate with the skills and experience of the successful candidate, but likely to be in the range £22,000-£23,000 per annum to reflect the term time nature of the position
<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 provided free of charge during term time Death in Service Benefit Free parking <i>Benefits subject to eligibility criteria:</i> Contributory Pension Scheme Subsidised membership of School Golf Club Cycle to Work Scheme
<i>Probationary period</i>	6 months
<i>Notice</i>	Four weeks during probationary period. Once the appointment is confirmed both parties are required to give the other at least four weeks' notice.

Application Process

Application

Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link 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 date for applications is 12 noon on Tuesday 13 June 2023.
Interviews will be held during the following week**

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



Charterhouse
Godalming Surrey GU7 2DX
+44 (0)1483 291500
hr@charterhouse.org.uk

charterhouse.org.uk