

Learning Skills Mentor (Fixed-Term, Full-Time, Term-Time only)

Learning Support Department

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over one hundred boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon.

At Whitgift, work is organised on the principle of equal opportunity. This means an equal entitlement and access to a broad and balanced curriculum, which focuses on the needs and development of each pupil. Mrs Kirstie Richardson provides learning support for pupils who have been referred via Heads of Year or who have recognised learning needs.

We are seeking to appoint two Learning Skills Mentors to support groups of students in the Learning Support Department in a variety of subjects to IGCSE level, with the possibility of supporting to A Level in some subjects. The successful candidate will plan for additional workshops to support the curriculum and liaise closely with subject teachers to employ appropriate strategies to enhance the teaching and learning of students with additional needs. Other duties include mentoring small groups, writing reports on student progress, carrying out group assessments and assist the SENCo with administrative tasks.

The Learning Skills Mentor will report to the Head of Learning Support, Mrs K Richardson, BA, Dip.SpLD, Dip SENCO.

MAIN DUTIES AND RESPONSIBILITIES:

Key responsibilities:

- To support and teach students in the Learning Support Department in a variety of subjects to IGCSE level and on occasion to 'A' Level. Students generally achieve 7- 9s in GCSEs, so confidence to support to this level is essential.
- To take responsibility and plan for additional workshops to support the full range of subjects across the curriculum.
- To support students in class and to liaise closely with subject teachers regarding appropriate strategies to employ within the class setting to enhance the teaching and learning of students with additional needs, as well as those with heavy co-curricular commitments.
- To mentor individuals from all year groups.
- To deliver small group interventions to support mathematics, literacy and/or study skills.
- To write reports on students taught (twice yearly).
- To carry out both individual and group assessments (under the supervision of the SENCo) to identify needs and inform planning and, when necessary, write reports on specific needs identified.
- To assist the SENCo with administrative tasks.
- Liaise with parents regarding progress of students

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

Essential

- To have a positive attitude towards equal opportunities and excellence for all
- Educated to degree level or equivalent
- Excellent written and verbal communication skills
- Hard-working, reliable, creative and enthusiastic
- Confident to work positively and collaboratively with pupils, staff and parents
- Resilient and adaptable with a good sense of humour
- Caring and supportive to both students and colleagues
- Able to work as part of a team and also independently without supervision, when required
- Ability to plan a scheme of work to support an individual or group
- Able to prioritise your work and adapt when circumstances change, meeting deadlines under pressure
- Excellent administrative and ICT skills (Excel and Word skills are essential)
- A positive attitude in all areas of life
- A knowledge of a variety of study skills and strategies, perhaps with a psychology background

Desirable

- Previous experience in working with children aged 10-18 years
- Experience of supporting pupils in an educational environment on a 1:1 and group basis
- Experience of working with pupils with SEND, specifically Specific Learning Difficulties, Autism and ADHD.
- Ability to offer additional skills to the whole school
- Science and Mathematics degrees desirable
- Knowledge of recent syllabi for GCSE courses
- Competent to support A' Level studies in one of the following: Mathematics, Chemistry, Physics, Biology, English or Economics.

FURTHER INFORMATION

STAFF BENEFITS

All of our staff benefit from a competitive remuneration package, including:

- 25 days' holiday pay
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Discounted off-peak membership at our onsite gym, Nuffield Health
- Membership of the Simply Health Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24 hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking
- Lunch provided during term time

CONDITIONS OF SERVICE

This position is offered initially as a full-time, fixed-term, term-time only (36 weeks plus 5 weeks' holiday pay) contract from 1 September 2019 to 3 July 2020.

The Learning Skills Mentor will work 5 days per week. The hours are 8.00am to 5.00pm (40 hours per week) with a one-hour unpaid lunch break.

The salary range for this post will be Point 24-26 on the Whitgift Foundation Support Staff Salary Scale. The full-time equivalent is £29,191.00-30,968.00 per annum, dependent on qualifications and relevant experience. Your pro rata salary equates to £23,015.98-24,417.08 per annum (based on 41 weeks). Salaries are reviewed annually on 1 September.

Accommodation may be available. Assistance is offered towards removal expenses etc., up to £1,000 in total.

Please contact Mrs Kirstie Richardson on 020 8688 9222 or e-mail kir@whitgift.co.uk should you have any questions regarding this position.

Applications will be reviewed daily and interviews may occur at any stage after applications are received so we invite interested candidates to apply as soon as possible.

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Closing date is midnight on Sunday 19 May 2019.

Interviews will be during week commencing 20 May 2019.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.

April 2018