THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
JOB DESCRIPTION

Job Title	Progress Mentor
Grade/Salary	Band 2, Point 3-6 (dependent on experience) (£12,280.32 - £13,007.36)
Hours	Monday to Friday - 08.30 am – 3.00 pm Term time only (190 days per year)
Date Required	January 2021 (or sooner if possible)
Closing Date	Monday 30 November at 09.00 am
Interview Date	Interviews will take place as suitable applications are received
Reporting To	Head of Personalised Learning & Head of Science

About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.
Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies. Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school.

Details

We seek a committed and enthusiastic person to join our Personalised Learning team.

Purpose of the Job:

To support students to access the curriculum in line with the code of practice, school policies and procedures.
To contribute to the teaching and learning programme in accordance with the ethos, aims and objectives of The Billericay School.

To support the school to raise pupil aspirations, challenge student learning and engage pupils in their own learning.

The teacher and the progress mentor work as a team - being 'partners' in supporting the pupils' access to learning across the science curriculum and their independence as learners.

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Duties and Responsibilities:

- Provide particular and skilled support to all students in a given learning area or mainstream classroom, working in partnership with class teachers.
- Work with named individuals or small groups of children under the direction of teaching staff to facilitate access to the curriculum, develop student confidence and promote independent learning skills.
- Deliver programmes (under the guidance of the KS3 Coordinator) to individuals or groups students.
- Support the use of ICT in the classroom and develop students' competence and independence in its use.
- Promote the inclusion and acceptance of children with special educational needs within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Aid removal of barriers to learning, whether they be social, emotional, medical or physically related.
- Take an active role in the preparation and maintenance of differentiated materials and resources in the learning areas supported.
- Understand specific learning needs and styles, and support learning through the selection of appropriate resources/methods – differentiated as required – to facilitate agreed learning activities.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Establish positive relationships with students supported.
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
- Liaise with staff and provide background information about students as appropriate.
- Liaise with the Head of Personalised Learning on matters concerning named students.
- Promote positive student behaviour in line with school policies and help keep students on task.
- Participate in the planning and evaluation of learning activities with the teacher, providing them with feedback on student progress and behaviour – particularly in relation to achievement of targets, student profiles, writing reports and records as required.
- Monitor and record student responses and learning achievements, drawing any problems that cannot be resolved easily, to the attention of the teacher.
- To implement assessments as appropriate.

- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.

Notes:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

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PERSON SPECIFICATION

Category	Essential	Desirable
Application	• Supportive reference/s • Well-structured supporting letter • Suitability to work with children	
Qualifications	• GCSE C grade in English/Maths or equivalent • Degree (2:2 or above) in Physics or Chemistry [Biology or a science related subject considered].	• A Level Physics, Chemistry, Biology, Mathematics or equivalent qualification
Experience	• Experience of working with children/young people	• Experience of working within a school environment
Professional Development	• Commitment to CPD in improving themselves as a practitioner	• Willingness to undertake relevant training
Skills	• Ability to inspire and motivate students • Good organisational skills • Good communication and interpersonal skills	• Ability to keep appropriate records
Special Knowledge	• Understanding of the needs and demands of young people • Understanding of the way in which children develop mathematical literacy (numeracy)	• Use of ICT in supporting all aspects of school and professional life • Awareness of requirements of the KS2 Science curriculum • Awareness of requirements of the reformed GCSE Science curriculum
Personal Attributes	• Ability to demonstrate enthusiasm and sensitivity whilst working with others • Caring attitude towards students and parents • A good health and attendance record • Emotional stability, can cope with pressure and use humour to good effect • An understanding of the need to respect confidentiality at all times	• Flexibility and adaptability in order to be able to mix and work with a wide range of people • Evidence of being able to build and sustain effective working relationships with staff and students