



Kimberley
School



LEARNING MENTOR

Application Pack



Learning Mentor



Dear Applicant

Kimberley School is an exciting place to work. Our aim is for every child to achieve or surpass their academic and social potential and we achieve this through providing an outstanding quality of education, underpinned by a strong programme of care, guidance, support and enrichment.

This is an opportunity to join our team who work with groups of students across the school to support their learning and progress, with a particular focus on those students who are in receipt of the pupil premium. Your primary focus will be supporting individuals and groups in their learning in English and Maths, however, there will be opportunities to work with students across the school in other aspects of the curriculum. As well as supporting students in lessons you will lead small group sessions using schemes of learning that have been established in close liaison with the English and Maths teams. We are looking for an organised, dedicated and enthusiastic person who will support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make good academic progress.

All staff are recruited under our safer recruitment processes, in line with DfE requirements, which includes an enhanced DBS check. We have a suite of safeguarding procedures, policies and guidance for all of our staff and volunteers to ensure we actively promote children and young people's welfare and safety.

We are also committed to equality of opportunity in employment and it is our policy to promote equal opportunities in employment, regardless of race, colour, nationality, ethnic or national origin, creed, disability, sex, age, marital status or sexual orientation. This applies to recruitment and selection practices, training, promotion and in the application of national and local agreements in respect of pay and conditions of service.

This application pack includes a job summary, job description and person specification. Applications must be made on an East Midlands Education Trust application form which you can download from the EMET website. Please note that CVs will not be accepted.

If you have any questions or would like an informal discussion about the post please contact Wendy Bellamy, Leadership Support Team Leader, on 0115 9387000 or by email - hr@kimberleyschool.co.uk. **Closing date for receipt of application: Wednesday 8th June at 9 am.**

Yours faithfully

Andrew George
Head Teacher

Job Summary

Job Title:	Learning Mentor
Location:	The Kimberley School, Newdigate Street, Kimberley, Nottingham, NG16 2NJ, Telephone: 0115 938 7000
Salary & Hours of Work:	Scale 4 £21,269 - £22,571 (Actual Salary Range £16,333 - £17,333) 33 hours and 20 minutes a week, term time only
Job Summary:	To implement strategies to accelerate progress within identified groups across a year group, with a particular focus on those in receipt of the Pupil Premium. To lead small group sessions through the delivery of a literacy programme at KS3 and/or through additional lessons in Maths, English and other subjects at KS4. The role will also require providing one-to-one academic mentoring as well as in-class support for an identified cohort of students.
Application Process:	Our method of application is via an application form. This can be accessed through the East Midlands Education Trust website . CVs will not be accepted.

Job Description

Job Title:	Learning Mentor
Reports to:	Senior Learning Mentor
Responsible for:	Implementing strategies to accelerate progress within identified groups, with a particular focus on those in receipt of the Pupil Premium. To improve the literacy skills of a specific cohort through intensive one-to-one sessions, group sessions and/or in-class support, as appropriate, to impact across the curriculum.

1. To maintain a high level of professionalism in all aspects of the role
2. To support students in class who are identified as underachieving in certain subjects, predominantly in English and Maths
3. To lead small group sessions through delivery of a literacy programme at KS3 and/or through additional lessons in English, Maths and other subjects at KS4
4. To evaluate the success of these session and make necessary adjustments to teaching and learning strategies
5. To produce learning resources to accelerate the progress and achievement of students
6. To liaise with class teachers to identify strategies for successfully raising attainment and progress, with a particular focus on those in receipt of pupil premium
7. To attend the termly Closing The Gap meetings for their year group and liaise with all relevant colleagues on the progress of their cohort
8. To use data as a driver to create impact reports on current interventions
9. To remove barriers to learning to allow for increased attainment and progress over time
10. To act as key worker/mentor for specific students, as required
11. To monitor individual children's needs and liaise with the relevant Year Performance Leader and the Senior Learning Mentor over these
12. To establish a supportive relationship with parents/carers/agencies and liaise with them regarding students' progress/wellbeing in liaison with the Year Performance Leader
13. To promote acceptance and inclusion for all students
14. To promote and reinforce the self-esteem of specific students, wherever nominated
15. To use initiative and creative thinking skills to provide an opportunity for vulnerable students for example leading a lunchtime club
16. To maintain a sound awareness of educational issues and current trends in teaching and learning
17. To show flexibility in approach and react to the ever-changing needs facing the team
18. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Training and Development

19. To develop an awareness of and an expertise in, behaviour modification, equal opportunities, inclusion and progress over time
20. To participate in and take advantage of relevant training and professional development opportunities

Person Specification

Please note that only applicants who can demonstrate that they can meet the criteria in the person specification are likely to be shortlisted for interview.

Applicants should be able to demonstrate how they meet the core criteria relevant to the post:

E= Essential D= Desirable A= Application I= Interview	Criteria Type		Identified By	
	E	D	A	I
Experience				
1.1. Experience of working or volunteering in a secondary school		✓	✓	
1.2. Experience of working with young people in a paid/voluntary capacity		✓	✓	
1.3. Experience of working in a school in a mentoring role		✓	✓	
1.4. Experience of running English or Maths catch-up sessions		✓	✓	
Qualifications, Training & CPD				
2.1 Five A*-C passes at GCSE (or equivalent) including English and Maths	✓		✓	
2.2. Pass grades in A-Level (or equivalent) qualifications		✓	✓	
2.3. Proven record of CPD in areas relevant to the post.		✓	✓	
2.4. Qualified to a degree level		✓	✓	
Keeping Children Safe in Education				
3.1. Committed to safeguarding and promoting the welfare of children	✓			✓
3.2. Ability to work in a way that protects the safety and well-being of children & young people	✓			✓
3.3. Recent safeguarding training		✓	✓	
Knowledge & Skills				
4.1 Good communications skills, written and oral	✓		✓	✓
4.2 Competent with computers and other technology	✓		✓	
4.3 Able to understand and implement strategies and methods to help students make good progress	✓			✓
4.4 Understand the importance of confidentiality and discretion	✓		✓	
Personal Qualities & Attributes				
5.1 Good, written and verbal communication skills; able to relate well to school staff, candidates of all abilities, parents and carers	✓		✓	
5.2 Ability to develop positive working relationships	✓		✓	
5.3 Personable and friendly manner, willing and helpful	✓			✓
5.4 Able to work accurately and to deadlines, work effectively under pressure and maintain confidentiality	✓		✓	
5.5 Strong commitment to personal development through CPD	✓		✓	
<p>In addition to the above, you will have the right to work in the UK and also be expected to demonstrate how you meet the following general criteria:</p> <p>Ability to work effectively in a team and relate to all people Ability to stay focused whilst being able to problem solve and use own initiative as appropriate Ability to organise, prioritise and complete tasks efficiently and effectively Ability to communicate effectively and to impart clearly knowledge for the benefit of others Flexible, adaptable and professional approach to work Openness to new ideas Punctual, reliable and an ability to keep to deadlines Ability to maintain confidentiality</p> <p><i>We reserve the right to ask candidates who are shortlisted for interview to verify any statements made on their application form.</i></p>				

Pro – Forma Reference Request

**REFERENCE
QUESTIONNAIRE**



Please complete as fully as possible

Name of candidate:	
Post applied for:	

SECTION 1 – Employment Details

How long have you known the candidate?		
In what capacity have you known the candidate?		
Which post(s) did the candidate hold in your organisation?		
Dates employed in each post	From	To
Please provide a brief description of the candidate's duties and responsibilities.		

SECTION 2 - Work Related Concerns

Please give details of any concerns raised with the candidate related to work performance, conduct or behaviour during their employment.

Has the candidate ever been the subject of any capability process? Please include details of any informal monitoring and/or support short of formal capability proceedings, including dates.

Has the candidate ever been the subject of formal disciplinary proceedings? If so, please give brief details, including dates.

Have there ever been allegations raised about the candidate that relate to the safety, welfare or behaviour towards children?

Yes No

If yes, please give details, including dates.

Are you completely satisfied that the candidate is suitable to work with children?

Yes No

If no, please give details.

Does your organisation have a policy of expunging disciplinary records from personal files?

Yes No

Have you ever had concerns about the candidate which required you to make a referral to:

Disclosure and Barring Service (DBS) (formerly Independent Safeguarding Authority - ISA)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The Teaching Agency (formerly the General Teaching Council - GTC)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
'List 99'	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Protection of Children (POCA) List	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Protection of Vulnerable Adults (POVA) List	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION 3 – Skills and Abilities

Please indicate your assessment of the candidate in the following areas:

Area	Outstanding	Good	Adequate	Poor
Ability to use initiative, take responsibility and accountability				
Written and verbal communication				
Organising, planning and prioritising skills				
Ability to work as a member of the team				
Personal organisation (e.g. time management)				
Willingness to undertake personal development and training to update knowledge and skills				
Ability to work with minimum supervision				
Ability to form and sustain positive working relationships with colleagues				

You are invited to add any other comments that you wish in respect of this person's suitability to carry out the responsibilities of this post.

SECTION 4 - Recommendation:

Would you re-employ the candidate?

Yes No

If not, please give reasons.

Taking into account the job description and person specification, would you recommend the candidate for this role?

Recommend unreservedly

Strongly Recommend

Support application, merits your further consideration

Signed:

Name (please print):

Designation / Job Title:

Date: