



Mentor Job Description and Person Specification.

Progress Schools - Merseyside

JOB TITLE: Mentor

SCHOOL:

- Wirral - The Hive Youth Zone

REPORTS TO: Head of School

PURPOSE:

To facilitate learning by assisting the teachers/ tutors by establishing a relationship with pupils, and by their organisation of learning resources and the classroom learning environment.

Progress Schools Mentors develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude.

To help the teacher/ tutor to; prepare students for examinations, link pupils' knowledge to earlier learning and develop ways to encourage it further, and challenge and inspire students to help them deepen their knowledge and understanding.

ABOUT PROGRESS SCHOOLS:

Progress Schools are a multi sited company with each school registered separately with the Department for Education as an Independent School. We specialise in teaching students whom may present challenging behaviours or are not suited to mainstream education. We offer an alternative curriculum to meet the needs of each student on an individual basis. Our core values are;

Positivity

Responsibility

One team

Growth

Respectful

Exceptional

Supportive

Stable

MAIN AREAS OF RESPONSIBILITY:

Students within *Progress Schools* are usually divided into:

- Key Stage 3 - year 9 (age 13-14);
- Key Stage 4 - years 10 and 11 (ages 14-16).

Tasks are broadly the same for all *Progress Schools* Mentors and include:

To support the teachers/ tutors with preparation of resources, the planning and delivery of lessons to achieve progression of learning through:

- Assisting students to complete tasks which challenge students and ensure high levels of interest;
- Support students in the classroom who are AEN/SEND, gifted and talented, LAC or who have other particular individual needs;
- Assist teachers/ tutors in lessons to maintain pace, motivation and challenge;
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- Assist the teacher/ tutor to use a variety of teaching methods to:
 - (i) match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - (ii) use effective questioning, listen carefully to students, give attention to errors and misconceptions
 - (iii) help to prepare appropriate learning resources and develop study skills through library, ICT and other sources;
- Helping students to acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;

Monitoring, Assessment, Recording, Reporting:-

- Acknowledge how well learning objectives have been achieved and use information provided by the teacher/ tutor to improve specific aspects of learning;
- Assist teachers/ tutors to assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;

Pastoral Duties

- Promote the general progress and well-being of individual students;

- Lead on Breakfast Club and ensure that students are provided healthy breakfast options and conversation that helps prepare them for the day and identifies any potential barriers to learning that day;
- Contribute to the preparation of learning plans and progress files and other reports;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Contribute to citizenship, social, moral, spiritual and cultural aspects and enterprise according to school policy;
- Track students who are temporarily disengaging with lessons and support them to reintegrate.

Other Professional Requirements

- Operate at all times within the stated policies and practices of the school;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Ensuring the school environment is fit for purpose at all times and that information display boards are current and accurate;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools;
- Take responsibility for own professional development and duties in relation to school policies and practices;
- To be aware of and follow the company Safeguarding Policies;
- Ensure participation in the development of *Progress Schools* by:
 - (i) Attending and contributing to staff meetings;
 - (ii) Attending and contributing to project meetings;
 - (iii) Contributing to the development of curriculum plans;
 - (iv) Ensure the best practice in equal opportunities is applied to all work of *Progress Schools*;
 - (v) Support staff to ensure effective educational practice;
 - (vi) To take part in appropriate training opportunities.

Additional Information

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head of School to undertake work of a similar level that is not specified in this job description.

The job holder is required to contribute to and support the overall aims and ethos of the company. All staff are required to participate in training and other learning activities and performance management and development as required by the company's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept reasonable alterations that may from time to time be necessary and to undertake other duties appropriate to the post that may reasonably be required from time to time.

This post will bring the job holder into contact with company confidential information relating to students and staff. The job holder must therefore be aware of the confidential nature of the issues and maintain absolute confidence at all times.

SALARY AND CONDITIONS

- £14,000 to £18,000. London salaries may be higher depending on location.
- 39 weeks of the year are allocated for teaching and term-time hours may be long.
- School hours are from 9am to 2.30pm, but most staff are in school before the school day starts and remain after school is finished (5pm) as per the terms of employment.
- Parents' evenings, preparation for Office for Standards in Education, Children's Services and Skills (Ofsted) inspections, breakfast and after-school clubs, and sport, drama and field trips are expected and all will take up extra hours.
- 11 weeks holiday is to be taken during 13 weeks of the school holidays as per Progress Schools' terms of employment. It is expected that teachers use some of this time to work on marking, planning and preparation in addition to personal holiday time.
- Trips with students or staff development opportunities may occasionally involve staying away from home and/or overseas travel.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	GCSE Maths and English Grade C or above or level 2 maths and English	STALIS L3 or equivalent
Experience	Working with young people aged 11-16 years old (any setting)	Experience of working in an education or training environment.
Knowledge and understanding	<p>Knowledge and understanding of:</p> <p>Issues young people can/may face in school and social settings.</p> <p>Professional boundaries.</p> <p>Leading by example with high expectations.</p> <p>How young people develop and learn.</p>	<p>Knowledge and understanding of:</p> <p>Classroom etiquette and behaviour management strategies.</p> <p>Conflict resolution.</p> <p>Ofsted framework.</p>
Skills	<p>Excellent communication skills with a variety of audiences (staff, students, visitors).</p> <p>Ability to build and maintain strong, professional relationships.</p> <p>Basic ability to use ICT and other technologies.</p>	
Personal characteristics	<p>Approachable</p> <p>Committed</p> <p>Empathetic</p> <p>Enthusiastic</p> <p>Organised</p> <p>Patient</p> <p>Resourceful</p>	

	Flexible and creative	
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