

JOB TITLE: Student Engagement Mentor

OUR SCHOOLS:

Buckinghamshire	High Wycombe
Cumbria	Carlisle
Greater Manchester	Wigan (Lilford Centre & Stockport)
Lancashire	Chorley
Merseyside	Wirral (Hamilton Square and The Hive)
Northamptonshire	Northampton & Thrapston

SALARY: Competitive

REPORTS TO: Head of School

PURPOSE:

To facilitate learning by assisting teaching staff by establishing a relationship with students, and by their organisation of learning resources and the classroom learning environment.

Progress Schools Student Engagement Mentor 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 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.

Student Engagement Mentors build relationships fast with students and support them to develop their personal and social skills whilst empowering them to fulfill their potential through a series of bespoke interventions.

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 for various reasons, including poor mental health. We offer an alternative curriculum to meet the needs of each student on an individual basis. Each of our schools have a maximum of 35 students. Students within Progress Schools are usually divided into:

- Key Stage 3 – years 7- 9 (age 11-14);
- Key Stage 4 – years 10 and 11 (ages 14-16).

Teachers within Progress Schools are usually divided into:-

- Specialist Teachers - GCSE, English, maths and ICT;
- Vocational Teachers – multi-disciplinary teachers who deliver up to level 2 in subjects including: careers, Science, PE, Wellbeing, Enrichment, Equality and Diversity, Art (this list is not exhaustive).

Progress Schools is a fast paced, flexible thinking company that relies on empathy, commitment and compassion to ensure our students receive the best education they can by taking considered steps to break down long standing barriers to education.

Our core values are;

Positivity
Responsibility
One team
Growth
Respectful
Exceptional
Supportive
Stable

We are looking for individuals to join us who thrive on the opportunity to make a difference to others, passionate about learning and a willingness to grow.

MAIN AREAS OF RESPONSIBILITY:

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

To support the teachers 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 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 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 to improve specific aspects of learning;
- Assist teachers 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 individual education development 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 a manager 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. In addition, the post will involve contact with children, as a company, we will be required to complete a criminal records check through the Disclosure & Barring Service (DBS).

CONDITIONS

- 39 weeks of the year are allocated for teaching and term-time hours may be long.
- School are open from 8.30am to 5.00pm, staff are expected to be on site during these times.
- 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.
- Trips with pupils or staff development opportunities may occasionally involve staying away from home and/or overseas travel.

- The role will require travel to Progress Schools' sites.

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. Youth and community work
Knowledge and understanding	Knowledge and understanding of: Issues young people can/may face in school and social settings; Professional boundaries; Leading by example with high expectations; How young people develop and learn.	Knowledge and understanding of: Classroom etiquette and behaviour management strategies; Conflict resolution; Ofsted framework.
Skills	Excellent communication skills with a variety of audiences (staff, students, visitors); Ability to build and maintain strong, professional relationships; Basic ability to use ICT and other technologies.	
Personal characteristics	Approachable Committed Empathetic Enthusiastic	

	<p>Organised</p> <p>Patient</p> <p>Resourceful</p> <p>Flexible and creative</p>	
Other	<p>Commitment to safeguarding and compliance with statutory arrangements;</p> <p>Commitment to providing an effective learning environment appropriate to the need and abilities of all pupils;</p> <p>Commitment to the development and maintenance of positive partnerships between the school, parents and the community.</p>	<p>Recent participation in professional development activities and willingness to undertake other training.</p>