



# Learning Mentor

**Location:** Tonbridge/Sevenoaks

**Start Date:** October 2022

**Grade:** Kent Range 5

**Hours:** 32.5 hours per week, term time only



**Weald of Kent**  
Grammar School

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## About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 2000 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we were thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre. A new science block and new English classrooms have been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

## Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2022 records the average GCSE grade was a Grade 7+. 21% of all grades were 9. 73% of all grades were 9-7. We also enjoyed superb A Level results with 80.3% of our students achieving A\*-B grades in 2022. The average was a Grade B+. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

## Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

## The Team

The Student Services Team at the Weald of Kent is a dynamic, focused and friendly team, led by our Director of Inclusion. Each site has a dedicated Student Services team consisting of a SENCO, Family Liaison Manager, School Nurse, Mental Health Support Worker, Learning Mentor(s), School Counsellors and a Student Services Receptionist. The Student Services Team leads on all inclusion matters in the school supporting the teaching, learning and assessment of our students and ensuring that every student receives Quality First Teaching. The wellbeing of our students is a key priority for the school and the Student Services Team are at the forefront of our provision for student support. The team is highly regarded by all stakeholders and is known for the excellence of its delivery and the outcomes for all our students.

## The Post

<b>Job Title:</b> Learning Mentor	<b>Reports to:</b> SENCO
<b>Team:</b> Student Services	<b>Start date:</b> October 2022
<b>Grade:</b> Kent Range 5	<b>Hours:</b> 32.5 hours per week, term time only

### Purpose

To address barriers to learning for a targeted group of individual students via small group and 1-1 study sessions in order to enable them to achieve their full potential. Developing and implementing study support and out of school activities where possible.

### Specific Duties and Responsibilities:

#### Main Duties

- Liaising with teaching staff to provide support to targeted students, to raise achievement and provide assistance and encouragement to enable them to overcome barriers to learning.
- Working as a team with subject leaders, Heads of Department, pastoral staff and other members of staff in order to assess individual needs of each targeted student.
- Identification of those students who need extra help to overcome barriers to learning inside and outside of the classroom.
- Support the development and implementation of individual action plans for targeted students who need particular support.
- To develop a working relationship with students requiring support, with the aim of addressing points defined in the action plan and engaging them with activities and opportunities.
- Work on academic resilience and study skills with students in order to promote and enable independent learning.
- Monitor the implementation of action plans and provide feedback of progress and achievement to the students.
- Use knowledge of the range of activities, courses, opportunities and organisations available to students that can be accessed to provide additional support for students.
- To network with other Learning Mentors and share best practice.

- Develop a range of study support activities such as visits to study support centres, homework and after school clubs that clearly address the specific needs of identified students and support the actions detailed within individual action plans.
- Maintain accurate records and prepare written reports and evaluations.
- Support with transition arrangements for students entering/leaving the school.
- Support the development/implementation of activities to encourage family / carer partnership and involvement with school.
- Liaison with external agencies, such as health professionals and Attendance Improvement Officers to support students.
- Any other duties commensurate with the grade of the post as determined by the line manager/Acting Headteacher.

### **Safeguarding**

- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to safeguarding procedures.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Weald of Kent is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## About You (Person Specification)

	Essential	Desirable
<b>Qualifications</b>		
NVQ Level 1 or equivalent or relevant experience	✓	
Evidence of further professional development relevant to post		✓
First Aid qualification (or willing to undertake training)		✓
<b>Experience</b>		
Experience of working with children in educational settings	✓	
Confident user of new technology	✓	
Experience in moving and handling of SEND students		✓
<b>Skills &amp; Knowledge</b>		
Able to communicate effectively, orally and in writing	✓	
Specialist training such as Physical/Sensory Needs		✓
Strong ICT skills	✓	
Able to provide clear direction and to inspire, motivate and enthuse others	✓	
Confidence in own ability to be effective and to take on challenges	✓	
Good numeracy and literacy skills	✓	
Ability to relate well to students, colleagues, parents and Trustees	✓	
Able to support staff in maintaining high standards for the school	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Good influencing skills to encourage students to interact with others and be responsible learners		✓
Basic knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality		✓
Knowledge of the varied needs of those with Hearing Impairment		✓
<b>Personal Attributes</b>		
Ability to inspire, challenge and motivate.	✓	
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
Ability to multi-task and work under pressure	✓	
A good record of attendance during the last three years	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life and values of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	

Suitable to work with children	✓	
<b>Equal Opportunities</b>		
A commitment to inclusive education	✓	

## The Package

**Salary:** Kent Range 5: £20,595 - £21,693 per annum

*Actual salary for 32.5 hours per week, 39 weeks per year: £15,629.55 - £16,462.82 per annum*

### Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments
Cycle 2 Work Scheme	

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

\*Available upon successful completion of probation

\*\*See Admission Policy on the School Website

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## The Application Process

Application forms can be found on our website and should be sent to Human Resources, [HR@wealdgs.org](mailto:HR@wealdgs.org) or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

### Dates:

Closing date for applications: Monday 10 October 2022, 9am\*

Interview day: To be confirmed

*\*Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

*The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*

