

## Grange Park School Job Description

Job title	Learning Mentor
Salary point	Kent Range 4 £21,389 FTE(£16,303 – actual salary) + Special Needs Allowance = <b>Total £17,387</b>
Liaison with:	Head of School/Progress Leader and Subject teachers
Locations:	GrangeParkSchool@Wrotham, Borough Green Road, Wrotham, Kent, TN15 7RD GrangeParkSchool@Stansted, Malthouse Road, Stansted, Sevenoaks, Kent, TN15 7PH
Date:	Jan 2024

### Purpose of the Job

To work with teachers and other staff to support teaching and learning and provide specialist support as well as enhancing the overall education experience for the pupils

### Key duties and responsibilities

- Assist the teacher in preparing and organising resources for lessons
- Support classroom management by maintaining a positive and inclusive learning environment
- Provide support to pupils who may require extra help
- Assist in the delivery of materials to individual or small groups within lessons or as part of interventions to reinforce concepts
- Support in the update of learning profiles, behaviour support plans and any other relevant documentation
- To support pupils to be on-task at the start of each lesson and throughout the course of the lesson.
- To help support the teacher to ensure that all pupils make expected progress
- To attend meetings, training and development activities, as required by the Senior Leadership Team
- To take part in relevant training/CPD
- Guide and support pupils in their personal, emotional and social development
- Undertake lunch duties, playground duties
- Invigilate exams and tests
- Provide short term cover supervision of classes
- Maintain high levels of professional conduct at all times
- Undertake any reasonable requests as negotiated with the line manager.
- Support the ethos and aims of Grange Park School.
- To assist in the implementation of strategies from the Therapy Team.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Any other duties or tasks appropriate to the grade of the post assigned by the Senior Leadership Team

## Person Specification – Learning Mentor

	Essential
Skills and Experience	Good ICT skills
	Good interpersonal and organisational skills
	Good literacy and numeracy
Personal Attributes	Hardworking, committed, personable, cheerful, discreet and confident
	Be able to work in a team
	Able to take initiative and instruction
	An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving
	Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
	Display commitment to protection and safeguarding of children and young people
	Commitment to CPD
Knowledge	Awareness of the need for Child Protection, Confidentiality, Data Protection, Health & Safety legislation and other key policies in schools
	Knowledge and understanding of working with young people
Other	Able to travel between sites

Grange Park School requires the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.

**January 2024**