



CHATHAM & CLARENDON GRAMMAR SCHOOL

Job Description

Job Title:	KS4 Learning Mentor
Department:	Pastoral
Location:	Chatham & Clarendon Grammar School
Grade:	CCGS Band 6 £25,484 - £26,625 (full time equivalent)
Responsible to:	Senior Tutor

Overview of Job:

To provide targeted academic, pastoral and behavioural support to KS4 students to raise achievement, to support behaviour and wellbeing and to overcome barriers to learning.

Purpose of the Job:

To provide guidance and support for students struggling with academic achievement behaviour and/or wellbeing in order to enable them to attend and be successful in lessons.

Specific Responsibilities and Key Tasks:

- Liaising with staff to support students with academic, behaviour and/or well-being needs and ensure support aligns with curriculum expectations.
- Provide 1:1 and small group mentoring for students struggling to attend lessons and therefore at risk of underachieving.
- Implementing strategies and supporting students with barriers to learning
- Drawing up action plans with students to address barriers to learning, behaviour or emotional barriers.
- Supporting students with revision planning, study skills, time management and exam preparation.
- Work with students to improve behaviour for learning.
- Support students experiencing social and emotional challenges.
- Act as a trusted adult for vulnerable students
- Promote positive attitudes, resilience and self motivation.
- Liaising with and consulting parents and carers.
- Liaising with teachers, pastoral staff, support staff and, where necessary, external agencies and other professionals and attending internal meetings as required
- Maintaining accurate records and preparing written reports and evaluations where necessary.

Person Specification

- Previous experience of working with children and young people.
- An understanding of SEND.
- Ability to motivate young people by establishing empathetic and supportive relationships
- An understanding of GCSE's and their demands on students
- A commitment to safeguarding, the place of confidentiality, and promoting student welfare.
- An understanding of strategies for raising aspirations and achievement.
- A commitment to equal opportunities and an awareness of the barriers to learning which young people may face.
- Resilient and calm under pressure
- Strong teamwork skills.
- Experience of using school data tracking systems.

Other Duties:

- Contributing to and supporting the work of the AEN dept (triage), regular liaising/feedback to the Senior Tutor
- Managing own professional development and sharing good practice and professional expertise with teaching and support staff.
- Having a professional understanding of confidentiality and the handling of sensitive information and a commitment to equality and to safeguarding.
- The role requires excellent communication and listening skills, organisational and time management skills and negotiation skills.
- Supervise and oversee the well-being space.

Organisational Chart:

Manager/line manager – Senior Tutor

To perform such duties as the Headteacher may reasonably require or that professionalism dictates.