



Learning Mentor Invicta Grammar School



1. INTRODUCTION

1.1. OUR TRUST

Our Academy consists of an exceptional cluster of primary and secondary schools at the heart of our local community, based in the Maidstone and Malling area of Kent. The Trust was legally established as a Multi Academy Trust on 10 March 2011.

VIAT believes in benefits of cross phase education, whereby all pupils, regardless of background, have a broad curriculum by specialist teachers across all ages; thereby enabling children to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning; securing the very best outcomes for pupils. Our children only get one chance in their education, and it is our responsibility to provide the absolute best for them.

All our schools have a strong, inclusive and cohesive ethos reflecting on the schools' world class vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate them, enable them to grow in confidence and cultivate thinking skills and creative potential beyond typical expectations.

This secure foundation ensures an ethic of aspiration, a broader commitment to, and proactive engagement in, wider society; enabling our pupils to be fully ready – academically and personally – for their transition from primary into secondary school and a lifetime of influence beyond.

1.2. OUR VISION

The Trust Vision is to:

- Aspire to be an exceptional cluster of primary and secondary schools at the heart of our local community.
- Achieve our vision by bringing together a family of local schools - each with their own context, ethos, strengths, and areas for development - to work together to enable every single child, and every member of our team, to be the absolute best they can be.

The Goals of the Trust are to have individuals who:

- Are lifelong learners of character.
- Are creative thinkers and innovators.
- Are collaborative and independent problem solvers.
- Are responsible and active role models/citizens.
- Have a global outlook.

1.3. OUR ETHOS

At Valley Invicta Academies Trust, we put the children we teach at the very centre of all we do. We are deeply aware that children only get one chance at their education. Our staff, equally, are at the heart of our schools. Parents/carers and governors are proactively involved in school life and the local, national, and international community are an integral aspect of student and staff engagement.

Teamwork lies at our core: our entire community – students, staff, and parents work together and recognise the roles they play and the strengths they bring. Everyone has their voice heard; everyone is nurtured and cared for. We are ambitious and work hard to help enable excellence for all.

1.4. OUR VALUES

- Integrity;
- Collaboration;
- Excellence.

1.5. INVICTA GRAMMAR SCHOOL

Invicta Grammar School is a popular and outstanding 11–18 selective girls' school which welcomes boys into the Sixth Form. With over 1600 students on roll, including nearly 400 in the Sixth Form, our school is widely recognised as a beacon of excellence, innovation, and collaboration.

Invicta is committed to the quality of care and education for all students, and through personal development, we prepare our students for the world of work in the modern world. I hope you share our excitement for the range of opportunities on offer and our passion for the Art, Music, and Sport as we strive to give our students the best chance to develop confidence, leadership, and emotional intelligence.

At Invicta, we seek to develop the skills, talents, and interests of all our students as individuals. We have high expectations and high aspirations for all, and our vision is one of academic excellence in a supportive, inspiring, and caring environment. Our students love learning and achieve outstanding examination results, making us the best secondary school in Maidstone and a national centre of excellence.

If you are passionate about working in a dynamic team to provide inclusive support to enable students to have full and effective access to the secondary school curriculum, we would love to hear from you.

Come and join our dedicated team of professionals who are always willing to support new staff in the best interests of our students. Our school continually evolves in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities. New opportunities, including career progression, are actively sought for all staff across the school. Collaboration with like-minded colleagues across the Multi-Academy Trust (VIAT) is set up to provide networking, support, quality assurance and friendship. If you think you would thrive in this environment, we want to meet you.

To learn more about Invicta Grammar School, please visit our website www.invicta.viat.org.uk

To apply, please download a copy of the application form and email to: n.fitzgerald@invicta.viat.org.uk

2. PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good standard of education (5 x GCSE's – Mathematics, English C or above). 	<ul style="list-style-type: none"> • Education to A Level standard.
Experience	<ul style="list-style-type: none"> • Experience of supporting learners in a secondary school setting. • Experience of working collaboratively as part of a team to identify and remove barriers to learning for individuals with SEN. 	<ul style="list-style-type: none"> • Experience of a range of access and support strategies to enable students with SEN to engage successfully with the curriculum.

		<ul style="list-style-type: none"> • Experience of working as a learning mentor (or similar) in a secondary school setting.
Knowledge	<ul style="list-style-type: none"> • Awareness of and enthusiasm for VIAT education standards. • An understanding of different approaches that can be used to support learners with SEN • An understanding of different areas of SEN, including ASD, dyslexia and SEMH. 	<ul style="list-style-type: none"> • Specific knowledge about different areas of SEN, and strategies and approaches that will be effective in supporting students with those needs.
Skills	<ul style="list-style-type: none"> • Be able to work with others to identify and address individual barriers to learning • Be able to use a range of different, personalised teaching and learning strategies • Excellent verbal communication skills- able to give positive feedback to students about strengths and how to improve and develop their skills further. • Excellent written communication skills. • Excellent planning and organisation skills. • Ability to prioritise and multi task. • Time management skills are key. • Good IT skills 	<ul style="list-style-type: none"> • Experience of sharing and disseminating knowledge and understanding about SEN and barriers to learning with others.
Attributes	<ul style="list-style-type: none"> • Good inter-personal skills and the ability to build positive and professional relationships with students and colleagues • Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure. • A warm and welcoming manner. • The ability to manage self & time well. • A positive approach to self-improvement, a desire to act upon advice and feedback. • Ability to give advice and instruction helpfully and professionally. 	

Please note that for the successful candidate, relevant training will be given, as appropriate.

3. JOB DESCRIPTION	
Job Title	Learning Mentor
Grade	VIAT 5 actual salary £22,784
School / Department	Invicta Maidstone
Base	Invicta Maidstone

Hours	37 hours per week (8.00am-4.00pm Monday – Thursday; 8.00am-3.30pm Friday), Term Time Only (190 days); however, should the academic year be less than 190 days, the additional hours will be made up at evening events or during the holiday periods, as agreed with your line manager.
Reports to	Senior Assistant Headteacher
Accountable to	Head of School

3.1. JOB SUMMARY

The school's Learning Mentor provides a complementary service to existing teachers and pastoral staff within the school, addressing the needs of children, supporting them in overcoming barriers to learning and enabling them to achieve their full potential, thereby supporting the school to raise standards of achievement, improvement, attendance and raise standards of behaviour.

3.2. KEY WORKING RELATIONSHIP

- SENCO and Assistant SENCO;
- Head of Year;
- Lead Teachers;
- Teachers and Students;
- Safeguarding and health and safety leads.

3.3. KEY RESPONSIBILITIES

Areas

- Develop a 1:1 mentoring relationship with students identified as needing support.
- Develop and provide personalised learning support as needed across the curriculum to support individuals or identified groups of students.
- Devise, implement and evaluate individual student action plans to enable students to access learning activities and raise achievement.
- Attend lessons with students to support them in the classroom as necessary.
- Assist students to increase their knowledge, understanding and skills across the curriculum
- Liaise with the Head of SEN and Disability Department, HOY and SENCO to identify students where there are barriers to learning.
- Develop strategies for identified target groups and individuals as agreed with the Head of SEN and Disability Department, HOY and SENCO.
- Support individual students in developing strategies to develop their study skills, organisation and revision techniques.
- Assist students with their homework, coursework, organisational skills, etc to provide additional support.
- Raise student self-esteem by showing interest not only in their work but also in their general well-being.
- Deliver and use a range of specific SEN assessments to gain further understanding about a student's strengths and difficulties.
- Support with the development and ongoing maintenance of the SEN Resource Centre - developing and filing appropriate resources; keeping up to date records of support given and the impact of it.
- Maintain records to form provision maps for identified students as requested by the SEN and Disability department and the relevant member of the Leadership Group.
- Support identified students with life skills, study skills and professional skills as directed by the SEN and Disability department and the relevant member of the Leadership Group.
- Support identified students with literacy and numeracy skills necessary for their study of all subjects.

- Support the school SENCO team in ensuring that provision for students with SEND is fulfilled as outlined in their Record of Outcome.
- Where necessary and relevant, liaise with the medical team of students with medical needs to ensure that their needs are met in school as requested and directed by the SEN and Disability department.

Safeguarding

- VIAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality and diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that everyone will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

3.4. STATEMENT

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment, you may be required to undertake various other duties as may be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed		Date	
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