



# Applicant information Pack

CRANBROOK C OF E PRIMARY SCHOOL



## JOB DESCRIPTION

**JOB TITLE:** Learning and Behaviour Mentor

**Grade:** Kent Range 5

**Hours:** 39 weeks of the year, 33.5 hours a week. 8.30am- 4.30pm Monday, 8.30am- 3.30pm Tuesday to Friday (1/2 hour lunch break).

**Line manager:** Deputy headteacher

### **Purpose of the Job:**

To mentor pupils on an individual or group basis and support them in addressing barriers to learning, including behaviour, raise aspirations and achieve their full potential.

To cover classes under the direction of the class teacher's planning where required, on a short-term basis.

### **Key duties and responsibilities:**

1. Liaise with teaching staff, the school pastoral team and other agencies to identify students in need and support in the assessment of appropriate support strategies.
2. Cover classes across the school where required, on a short-term basis (e.g. to cover staff training or sickness).
3. Devise, plan, implement and action plans in conjunction with teaching staff. Contribute to the monitoring and evaluation of the effectiveness of support strategies
4. Develop a mentoring relationship with targeted students either on a 1:1 or group basis to implement agreed action plans and motivate / raise their aspirations
5. To facilitate group activities to address particular areas of need e.g. social skills, behaviour / conflict management, study skills.
6. Run the school student council, meeting with students and listening to student voice.
7. Support pupils in their home learning activities through the running of a home learning club and home learning catch up.
8. Coordinate lunchtime play and behaviour, taking on play leader responsibilities over lunchtime to enhance play opportunities and further improve behaviour in the playground.
9. Maintain regular contact with families/carers of students in need of extra support to secure positive family support and involvement in the child's learning.
10. To support students in the transition between phases, the integration of new students to the school and the reintegration of students excluded from the school.
11. To support senior staff in meeting the pastoral needs of students
12. To maintain accurate behaviour records and share information with colleagues as appropriate and refer on as required
13. To support the School Business Manager in the management and logistics of lunchtime staff.
14. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



## PERSON SPECIFICATION

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Knowledge and skills equivalent to national qualifications level 3.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Previous experience of working with students and families in the public, private or voluntary sector.</li><li>• Experience of advising / guiding others.</li><li>• Experience of facilitating group work.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Knowledge of coaching / mentoring strategies.</li><li>• Confident covering classes, under the direction/ planning of the class teacher.</li><li>• Ability to build rapport, engage and motivate others.</li><li>• Good interpersonal and excellent communication, listening and observation skills.</li><li>• Ability to deal with difficult/sensitive situations.</li><li>• Ability to manage confidential information.</li><li>• Organisational abilities and accurate record keeping skills.</li><li>• Ability to work without immediate supervisions within the boundaries of the role.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Sound knowledge and understanding of child growth and development.</li><li>• Knowledge of barriers to learning.</li><li>• Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting.</li></ul>



## SAFEGUARDING STATEMENT

Cranbrook C of E Primary School is committed to ensuring the welfare and safety of all our children. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the/our safeguarding processes to avert and alleviate any such problems.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment.

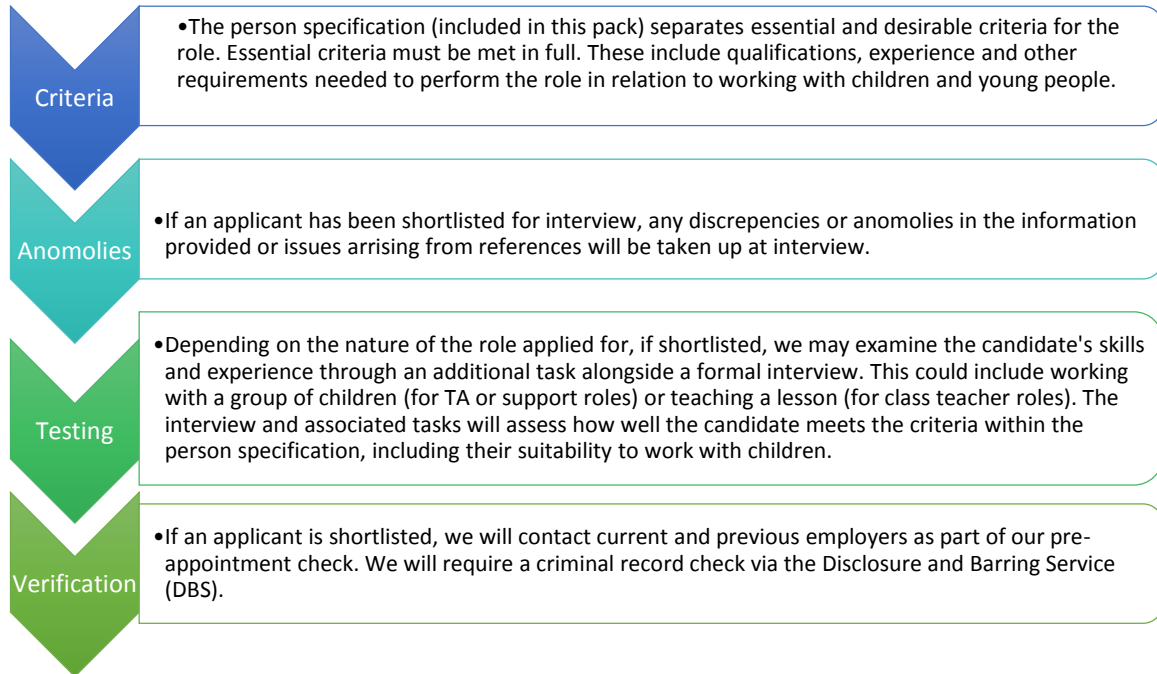
This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Safeguarding (Child Protection) Policy and procedures in place. Our safeguarding policy can be found on our website.

If a member of staff has concerns which relate to the actions or behaviour of another member of staff (which could suggest that s/he is unsuitable to work with children) then this will be reported to one of the Designated Child Protection Officer (DCOP) in confidence, who will refer the matter to the Headteacher (or the Chair of Governors if the concern relates to the Headteacher) who will consider what action to take.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

## SELECTION PROCESS

As a school we are committed to safeguarding children and ensuring we recruit suitable staff to work in our school. Please see below for an outline of how we select and appoint staff to work in our school.



If you would like to apply for this role, please do so via the online application form at Kent Teach.

Please call the school office on 01580 713249 if you have any queries about this role.



REFERENCE PRO FORMA

Please note, references will be taken up prior to interview, if a candidate is shortlisted for the role. One referee should be from a candidate’s current or most recent employer. Please see below for our reference pro-forma. References will only be accepted from employers using this template.

**STRICTLY CONFIDENTIAL: REFERENCE REQUEST FORM**

**1. APPLICANT’S NAME AND POSITION APPLIED FOR**

<b>Applicant Name:</b>	
<b>Post applied for:</b>	

**2. APPLICANT DETAILS & POSITION WITH YOUR ORGANISATION**

a) In what capacity did you employ the applicant?		
b) Dates of the applicant’s employment with you:	From	To
(MONTH/YEAR)		
c) How long have you known the applicant?		
d) In what capacity do you know the applicant?		
e) Main duties and responsibilities of applicant’s role with your organisation:		
f) How would you assess the applicant’s performance in their work with your organisation?		
<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Requires improvement <input type="checkbox"/> Very poor		
Comment:		
g) Please provide details of any areas needing improvement and any action taken or support provided:		
h) Why did/does the applicant leave/wish to leave your organisation?		

**3. ABSENCE [NOT SICKNESS-RELATED: E.G. FOR PERSONAL MATTERS OR UNATTRIBUTED REASONS]**  
*[The Equality Act 2010 prohibits prospective employers from asking about a candidate’s health, sickness record or health-related matters prior to making an offer of employment]*

Please give details of absences unrelated to sickness in the applicant’s most recent two years of employment with you:

a) How many <u>days</u> of absence from work did they take in total?
DAYS / DETAILS
b) How many <u>episodes</u> of absence did they have?
PERIODS / DETAILS



**4. SALARY & SERVICE**

Most recent salary scale		Additional payments type	
Most recent scale point		Additional payments value	
Most recent gross annual salary		Length of continuous service	

**5. SUITABILITY FOR THE POST APPLIED FOR [PLEASE REFER TO ATTACHED JOB DESCRIPTION IF SUPPLIED]**

Do you believe the applicant has the ability and is suitable to undertake the position applied for?  Yes  No

Would you re-employ the applicant? (If No, please give reason briefly)  Yes  No

**6. SAFEGUARDING, TRUST, CAPABILITY & DISCIPLINE [YOU HAVE A LEGAL DUTY TO ENSURE THAT ALL INFORMATION YOU PROVIDE IS COMPLETE & ACCURATE]**

a) Has the applicant ever been the subject of any child protection, safeguarding or welfare allegations, concerns or investigations? If Yes please give full details including outcomes, even if concerns were fully resolved.  Yes  No

b) Do you know of, or have reasonable grounds to suspect, any reason why the applicant may not be suitable to work with children? If Yes, please provide details.  Yes  No

c) Did the applicant hold any position of special trust or responsibility? If Yes, please give details.  Yes  No

d) Has the applicant ever been the subject of any disciplinary or capability actions (including any which are “expired”) or are they subject to any investigation or disciplinary process that is still current? If Yes please give details.  Yes  No

**7. PERSONAL EVALUATION**

	OUTSTANDING	GOOD	ADEQUATE	INADEQUATE	VERY POOR
Plans, structures and prioritises own work					
Learns from situations and past experience					
Able to work on own initiative					
Attention to detail					
Works hard to achieve objectives and goals					
Resilience under pressure					
Interaction and relationships with children					
Interaction and working relationships with other adults					
Ability to work as a member of a team					
Actively seeks solutions to problems independently					
Refers problems upwards when appropriate					
Seeks ideas for improvement					
Focuses on benefits to both self and others					
Professional and personal values, integrity & honesty					
Punctuality and commitment					

**8. TEACHING POSTS ONLY**

	OUTSTANDING	GOOD	ADEQUATE	INADEQUATE	VERY POOR
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Teaching ability (with reference to Teachers' Standards)					
Lesson planning & preparation					
Classroom & behaviour management					
Initiative and leadership					
Interest & willingness to undertake extra-curricular activities					
Subject leadership					

**9. ADDITIONAL COMMENTS**

**10. DETAILS OF THE PERSON COMPLETING THE FORM**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Organisation: \_\_\_\_\_ Tel No: \_\_\_\_\_  
Signed: \_\_\_\_\_ Email: \_\_\_\_\_  
Date: \_\_\_\_\_

*Please return with organisational stamp/ headed paper. Use clearly marked continuation sheets if necessary.*

*Thank you very much for your prompt help and cooperation.*