



Grange Park School
Borough Green Road
Wrotham
Kent
TN15 7RD



JOB DESCRIPTION

JOB TITLE	Intervention Learning Mentor
SALARY POINT	Kent Scheme Band 5; plus Special Needs Allowance
LIASION WITH:	Head of School Headteacher, Progress Leaders and subject teachers
HOURS:	32.5 hours <u>or</u> 25 hours per week, term time, plus 5 INSET days
START DATE:	Starting date by arrangement
CONTRACT TYPE:	Permanent
LOCATION:	Grange Park School, Borough Green Road, Wrotham, Kent, TN15 7RD

JOB PURPOSE:

- To undertake practical, supervisory and support work in order to assist teachers in delivering high quality learning to pupils in a specified area (e.g. literacy, numeracy)
- Deliver successful intervention in reading, writing and maths to support pupils in increasing their attainment and progress.

KEY AREAS OF RESPONSIBILITIES:

- To engage individual pupils and small groups in identified learning programmes e.g. language, reading, spelling, handwriting/presentation recording, numeracy and social skills
- Work with teachers to plan and develop a programme for pupils with identified literacy or numeracy difficulties
- To deliver reading and numeracy intervention programmes
- To manage students in accordance with behaviour programmes
- To promote student's self-esteem and confidence
- To prepare and maintain resources and teaching environments
- Maintain records on each child as a basis for instruction and monitoring, providing written reports and attending meetings as necessary and provide regular feedback to staff as appropriate
- To submit data as specified

- Plan for the 'exit' from the intervention programme and support the senior management in monitoring the progress of children who have been discontinued from the programme
- Maintain close and regular links with the class teachers of children receiving intervention to ensure that progress is maintained and independence promoted in whole-class lessons
- Where appropriate work alongside class teachers on strategies to promote increased learning within the classroom
- To support other staff in delivering intervention strategies
- Keep abreast of developments in the teaching of early reading/writing/ maths
- Support the senior leadership of the school in identifying other additional intervention programmes to be provided and support the delivery of additional lighter touch 'layered' interventions provided by teaching assistants or trained volunteers

Support for the School

- flexibility with working between sites (Wrotham and Stansted)
- participating in relevant training to ensure own continuing professional development.
- assisting with exam invigilation when required.
- assisting with other administrative or support tasks that may be required when not providing cover.

Professional Collaboration and Liaison (Colleagues and Parents)

- To liaise with parents/carers where appropriate and as requested by the teacher.
- To attend meetings, training and development activities, as required by the Senior Leadership Team, with overtime available if necessary.
- To take part in relevant training/CPD to help build a greater understanding of supporting pupils to improve their learning.
- 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.

Maintaining Pupil Well-being

- Promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist their education and growth.
- To assist in the physical well-being of the pupils, where appropriate.
- To assist in the implementation of individual programmes and strategies from the Therapy Team.

Statutory Responsibilities

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation
- The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment
- At all times operating within the schools Equality policies
- Commitment and contribution to improving standards for pupils as appropriate

- Contributing to the maintenance of a caring and stimulating environment for young people.

Person Specification

Intervention Learning Mentor

	<u>Essential</u>	<u>Desirable</u>
Skills and Experience	<ul style="list-style-type: none"> • Excellent practitioner • Professionally discrete and able to respect the confidentiality on particular issues • The ability to work well in a team and independently • Excellent communication skills • Flexibility and adaptability • Experience of working successfully with young people in an educational setting. • Experience of supporting the learning and achievements of young people and able to support individuals and groups. • Proven record of improving the outcomes for young people. • Skills and experience of working with vulnerable young people. • ICT skills, including use of internet, emails and Microsoft word. • Experience of working with teachers and school staff to plan and manage learning opportunities. 	<ul style="list-style-type: none"> • Experience of working with pupils with ASC and associated Learning Disabilities. • Specific knowledge of ASC and/or ADHD • Knowledge of SIMS.net
Qualifications	<ul style="list-style-type: none"> • Educated to NVQ3 level or above • Good subject knowledge of literacy, including the National Curriculum programmes of study • Knowledge of effective strategies to include and meet the needs of all pupils within literacy teaching, in particular pupils with SEND • Experience and associated qualifications for delivering intervention programmes. 	

<p>Knowledge and Understanding</p>	<ul style="list-style-type: none"> • Knowledge and understanding of working with young people. • Able to produce learning resources and materials to support progress and achievement. • Knowledge of education and how best to support, motivate and engage young people in learning. • Knowledge and understanding of child protection and safeguarding practices and protocols • Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information. 	<ul style="list-style-type: none"> • Knowledge of the school curriculum
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Interest in pursuing a career in teaching/learning/child support working environments • Ability to engage constructively with, and relate to, a wide range of young people and children from different backgrounds. • Ability to establish relationships with internal and external stakeholders. • Ability to undertaking comprehensive assessments of pupils to determine those in need of particular support. • A positive attitude with energy and commitment. • Desire to further develop the school's ethos. • Ability to form and maintain appropriate professional relationships and boundaries with children and young people. • Ability to motivate and enthuse pupils. • A commitment to high academic standards. • Ability to manage pupil behaviour • Ability to work effectively as a member of a team and display 	

	<p>excellent interpersonal skills.</p> <ul style="list-style-type: none"> • Ability to work effectively with and command the confidence of teaching staff. • First class communication skills on all levels. • Highly organised, motivated and enthusiastic. • High professional and personal standards • A commitment to working to strict deadlines • Willingness to play a part in the wider life of the school • Confidence, liveliness, tenacity, flexibility, adaptability and resilience. 	
Other factors	<ul style="list-style-type: none"> • Must satisfy relevant employment checks • Car owner and driver (could be working on either school site). 	
Requirements from confidential references	<p>Written reference(s) only</p> <ul style="list-style-type: none"> • Confirmation of professional and personal knowledge, skills and abilities. • Positive recommendation from current employer. • Good health and attendance record. 	

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.

Agreed By:		Date:	
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Job Holder

Approved By:		Date:	
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Line Manager