



**RIDGEWOOD  
SCHOOL**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Post Title:** P16 LEARNING MENTOR

**Grade/Hours:** G7 – 37 hours per week, term time plus 5 days

**Responsible to:** Senior Learning Mentor

**DUTIES AND RESPONSIBILITIES/KEY TASKS:**

**ACADEMIC MENTORING**

- To assist identified pupils in achieving targets for personal academic improvement.
- To assist and support students who are underperforming in their subjects on a one-to-one or small group basis, outside the classroom, as appropriate.
- Work with pupils, one-to-one, to encourage them to maximise their potential through a range of strategies and support programmes, e.g. use strategies which:
  - Develop organisational skills and memory,
  - Develop independent and collaborative working,
  - Improve the students' attitude to learning.
- To support the delivery of interventions for students who are identified on P16 intervention tracker.
- Liaising with subject teachers to ensure support provided is as high impact as possible.
- To listen to and support students to resolve a range of issues that are creating barriers to learning, including poor organisation, revision skills, catch up after periods of absence etc
- To assist students to make a successful transfer between educational establishments and transition at key stages in their learning.
- To set up meetings with relevant individuals where appropriate to share information/support families/individual students.
- To liaise with P16 staff to identify students who would benefit from mentoring.
- To support with the organisation and to attend P16 events such as Open Evening, Y10 Taster Days etc.

**LIBRARY MANAGEMENT**

- To take up responsibility for the management, administration and running of the P16 Library.
- To supervise students in the library.
- To oversee the laptop loaning service.

**DESTINATIONS**

- To monitor and track student destinations through the year to minimise the number of NEETS, including identifying cohorts such as SEN and bursary.
- To support students with CV writing, apprenticeship applications and interview techniques.
- To support students with destinations who are looking to continue studies elsewhere.

**COMMUNICATION**

- Ensuring good communication with parents through the use of parental/carer letters, InTouch, telephone calls, emails, meetings, etc.
- Supporting the organisation of Parents' Evenings/Open Evenings and Sixth Form events.

## **PASTORAL CARE**

- Oversee the day-to-day use of the P16 Tracker to support and mentor students who are identified as causing concern.
- Provide emotional and wellbeing support to students.
- Organising and collating work for absent students where appropriate and informing students and parents of this for collection and completion.

## **VULNERABLE STUDENTS**

- Provide additional support and guidance to identified bursary students to support student retention.
- Liaise with the SENCo to discuss the support needed for incoming students with identified Special Educational Needs.
- Provide additional support and guidance to identified SEN students to support student retention.

## **STUDENT RECRUITMENT**

In collaboration with the Assistant Headteacher: Post 16, and with support from the P16 Admin Assistant, contribute to the student recruitment process by, for example

- Supporting the organisation of promotional resources and materials for internal and external events.
- Supporting the organisation of the GCSE results day/enrolment day process.
- Collating the paperwork and information packs for the enrolment day, following the results days.
- Liaising with the KS4 Pastoral Leader regarding identifying Personal Development, Behaviour and Welfare concerns.

## **MISCELLANEOUS**

- To participate in the process of appraisal.
- To network with other P16 staff and share best practice.
- Cover for absent colleagues and interchange duties as necessary at busy times.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- Undertake such other duties that may from time to time be reasonably requested.
- To undertake appropriate training as required, in order to be able to undertake the duties and responsibilities that are required.

Hours of work to be 37 hours per week term time plus 5 days only. Daily hours to cover the school working day.

All employees contribute to the safeguarding and promotion of the welfare and personal care of children and young people and appropriate Child Protection Procedures.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

**All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period**

## Person Specification

	Essential	Desirable	Tested at Interview	Tested at Application
<b>Qualifications</b>				
GSCE grade C or above in English and Mathematics (or equivalent).	X			X
Level 3 qualifications (A level, BTEC or similar)		X		X
Willingness to obtain and/or enhance qualifications and training for development in post.	X		X	X
<b>Experience</b>				
Experience of working with students.		X		X
Experience of producing and managing documents, spreadsheets and presentations to a high standard.	X		X	
Experience of working in a customer service type role.	X		X	X
Experience working in an administrative position	X			X
Experience of using IT to a high level to manage the smooth running of high quality events and processes within an organisation	X		X	X
<b>Knowledge</b>				
Understanding of the administration requirements of a school.		X	X	X
Knowledge and understanding of school based computer systems and Microsoft Office		X	X	X
Knowledge of Data Protection		X	X	
Champion for equality, diversity and inclusion and understanding of how this is relevant in a school setting.		X	X	
<b>Skills and Abilities</b>				
Able to work in and adapt to a fast-paced, changing environment.	X		X	X
Able to problem solve and develop solutions.	X		X	X
Effective time management skills and able to take responsibility for workload and prioritising of tasks.	X		X	X
Ability to handle confidential information	X		X	X
Able to work collaboratively with others.	X		X	X
Able to communicate clearly and confidently using a range of channels.	X		X	X
Able to build strong relationships and networks with stakeholders.	X		X	X
High level IT skills, to help drive the organisation of events across the school	X		X	X

Ability to communicate effectively both orally and in writing especially with the Head Teacher, other Senior Leaders, Achievement Co-ordinators , and other professionals.	X		X	X
Ability to work under pressure and to deadlines.	X		X	X
Able to show attention to detail, accuracy in all tasks.	X		X	x
<b>Personal Attributes</b>				
Demonstrates a positive attitude, professionalism, passion, energy and a willingness to support all customers and stakeholders.	X			X
Demonstrates integrity, fairness and consistency in all working practices.	X			X
Motivated and commitment to continuous improvement.	X			X
Ability to plan and prioritise own workload and manage conflicting demands	X		X	X
Excellent organisational skills	X		X	X
Excellent communication and interpersonal skills	X		X	X
<b>The post is subject to a satisfactory record check being undertaken by the Disclosure &amp; Barring Service</b>				