



RIDGEWOOD  
SCHOOL



# Recruitment Pack

Position:  
Post 16 Learning Mentor



Prepare for the road ahead

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# Letter from the Headteacher

**Dear applicant,**

Thank you for showing an interest in this post and for considering Ridgewood School for the next stage of your career.

The school's values of respect, responsibility and resilience permeate all aspects of school life and are central to our work at Ridgewood. I am extremely proud of our school and the high quality education we provide. We insist on high standards of conduct from all our students and we expect them to behave impeccably: treating each other, our staff and visitors with kindness and respect. I have found Ridgewood School to be the most rewarding place to work. The staff, students and wider community have been incredible to work with and I am confident that the successful candidate will receive the same warm welcome.

Never has there been a better time to join us. We are in the early stages of planning a multi-million-pound new build that will ensure that the staff and students benefit from 21st Century resources. We are regularly oversubscribed in Year 7 and our Post-16 provision is thriving. For an informal conversation with me about the school or the role, or for a visit, please use the 'Contact Us' facility on our website.

Yours faithfully,

**Andy Peirson**

Headteacher  
Ridgewood School



# Values and Ethos

## Our Values

We educate the whole child. Ridgewood School seeks to provide all its students with the opportunities and support which enable them to achieve and exceed their potential, not only in terms of academic achievement, but as a valuable member of the school community, and of the wider society beyond.

## Ethos and Aims

- To raise the aspirations of students so they desire to achieve and exceed targets set for them, both within and beyond the classroom.
- To engender a sense of collaborative purpose, so students and staff work together to achieve their best.
- To care for students as individuals and to respect their talents, aspirations, strengths and unique qualities.
- To provide opportunities for students to be engaged, interested and challenged by what they do and learn, every day.
- To continually strive for improvement in all areas, through hard work, resilience and determination.



# Our Values

We're proud of our high standards, exciting progress and strong values.



When we are kind to each other, everyone thrives.



When we take accountability for our actions, we can be proud of our achievements.



When we stay positive and try hard, we will achieve our goals.

Prepare for the road ahead.

# What makes Ridgewood School special?

Staff and students at Ridgewood work hard every day to embody the school's core values: **Respect, Responsibility and Resilience**. We are enjoying a trajectory of continued success and look forward to welcoming a successful applicant who can join us on our journey. We became a standalone academy in 2011, and we are incredibly proud of the progress we have made as a school, having laid strong foundations for further improvement going forward.

Our school motto, '**Prepare for the road ahead**', represents our belief in preparing our staff and students for their future. We exemplify our motto not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which make us all model citizens. Our school values underpin what we do and contribute to our ethos in everything we undertake as a school community. We set our standards high and do not compromise, because we believe in the best for everyone.



## Our Curriculum

Our academic curriculum aims to offer students of all abilities and talents an opportunity to develop their knowledge and skills across a wide variety of subjects. We are committed to providing a curriculum which is challenging yet accessible, and which fosters a love of learning, as well as enabling students to achieve success in exams and assessments. Students follow a two-week timetable in order to maximise learning time. We regularly review our curriculum, to ensure that the needs of all our students are being met. More details of each subject can be found on our website.

# Job Description

<b>Post Title:</b>	<b>Post 16 Learning Mentor</b>
<b>Grade / Hours:</b>	Grade 7, 37 hours per week, term time plus 5 days
<b>Responsible to:</b>	Senior Learning Mentor

## Main duties and responsibilities:

### 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/carers 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.

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.

**All posts at the academy 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	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, 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>				

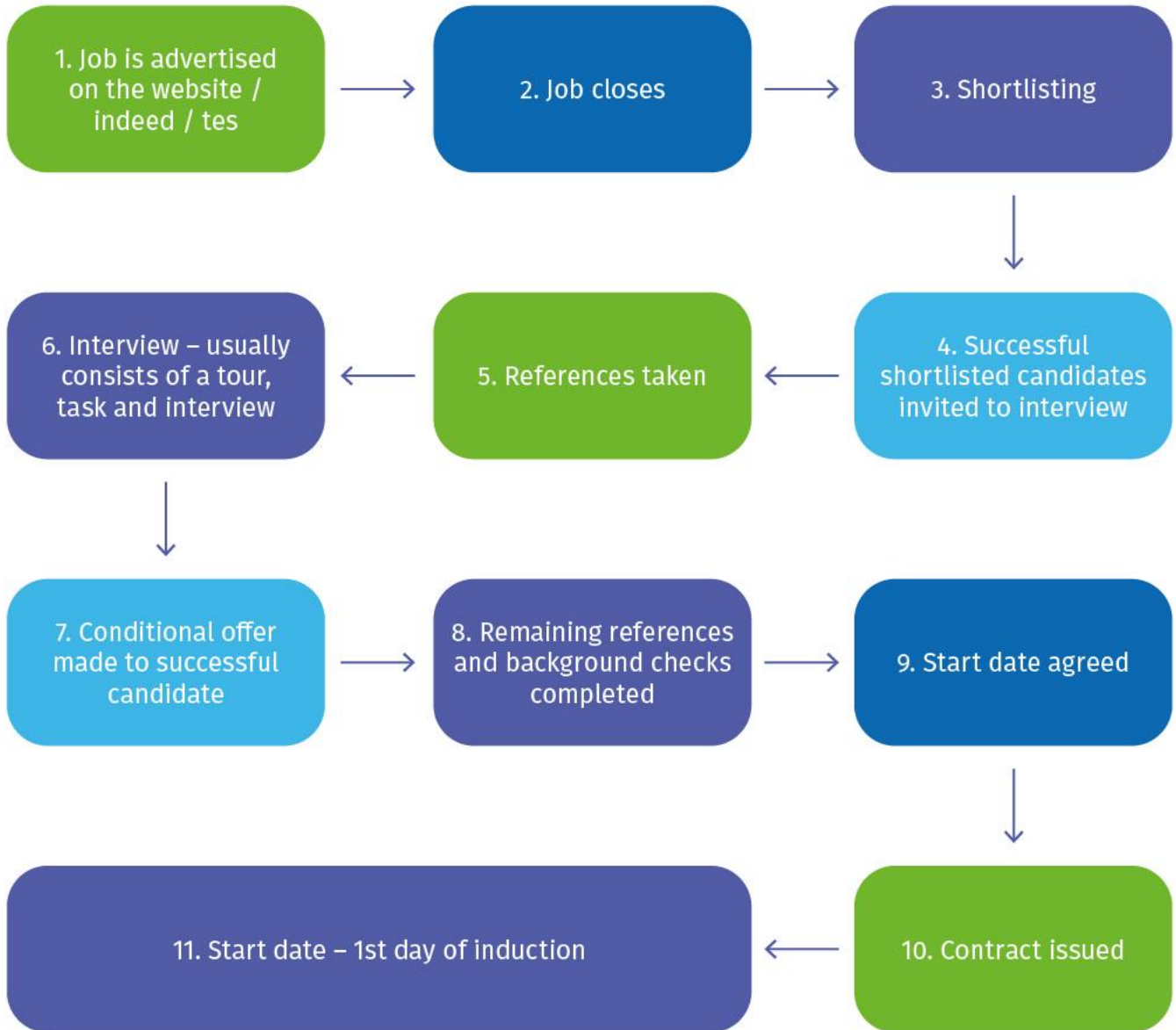
# Development Opportunities

At Ridgewood, we are committed to offering our staff every opportunity to become the best they can be. Our evidence-based training packages, for staff at all stages of their career, are second to none. In addition to our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. CPD at Ridgewood is varied and matched to the needs of our staff, both teaching and associate. Our innovative, research-led Disciplined Inquiry is a key driver in providing the best teaching and learning for our students, as our teachers engage in evidence-informed practice of their choice.

At Ridgewood, we also value a variety of forms of CPD. Training, coaching, shadowing of roles and one-to-one support are key development opportunities to support our team to develop effectively in their roles, and to understand how to make the next step in their career. In 2023, we received the Teacher Development Trust Silver Award, demonstrating our commitment and passion to providing excellent, evidence-based CPD for all teaching and associate staff. We are currently working with the Chartered College of Teaching as part of a pilot to achieve their Research Mark award, which recognises excellent commitment to evidence-informed professional development.



# Our Recruitment Process



# Job Advert

**Post:** Post 16 Learning Mentor – (37 hours per week, term time + 5 days)

**Salary:** Grade 7 (Actual salary £23,170 - £26,569)

**To start:** 1 September 2024

## *What makes Ridgewood School special?*

At Ridgewood School we are extremely proud of our school and the high quality of education that we provide, including our popular and highly successful Sixth Form. Our school motto, 'Prepare for the road ahead,' represents our belief in preparing our students for their future, not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which will enable them to become model citizens and responsible members of the community. Our school values: Respect-Responsibility-Resilience, underpin what we do every day and contribute to our ethos in everything we undertake as a school community. In our most recent Ofsted, we achieved a 'Good' rating in all categories, and we are committed to this trajectory of success for our students as we aspire to move from 'Good to Great.' As part of this journey, in July 2023, we joined Leger Education Trust and look forward to collaborating with other schools within the trust to develop both our students and staff and be the very best that we can be.

We are looking to appoint a friendly and adaptable Post 16 Learning Mentor who will contribute to the success of a high performing team, and provide excellent support for all students in Post 16.

## *Why is the role of Post 16 Learning Mentor right for you?*

We are committed to offering the staff who work at Ridgewood every opportunity to become the best they can be. Our training packages, for staff at all stages of their careers, are second to none. As well as our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. In 2023, we received the Teacher Development Trust Silver Award, demonstrating our commitment and passion to providing excellent CPD for all teaching and associate staff.

If you are seeking a dynamic, innovative and caring school, dedicated to the development of staff and our students' success, Ridgewood is the school for you.

Candidates are required to possess GCSE Maths and English Grade C or above.

You can apply for this role by following the link below

<https://mynewterm.com/jobs/137603/EDV-2024-RS-43265>

We strongly encourage visits from potential candidates – please contact the school to arrange this.

**The closing date for this post is 9am Friday 12 July 2024. Interviews will take place soon after.**

*Ridgewood School reserve the right to close this advert prior to the closing date above.*


*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. The school operates a no smoking policy.*

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 [www.ridgewoodschool.co.uk](http://www.ridgewoodschool.co.uk)