



## BOURNEMOUTH SCHOOL FOR GIRLS

### **LEARNING MENTOR – SIXTH FORM**

Term Time only  
32.5 Hours pw

We are looking for a Learning Mentor to join our Sixth Form team to work with individuals or small groups of students who may need additional one to one time. Work may involve learning support, organisational development, specific personalised and wellbeing support.

This post may encompass pastoral or curriculum support, assisting student(s) with engagement in their studies or wider school activities or interests, personal development, or even helping with work towards their higher education or career goals. The brief can be broad but will always be focused on supporting the student(s) personal development.

Our students are high achievers so it is likely the successful postholder will have attained A level or a higher educational qualification standard,

These job particulars provide information on the post, terms and conditions. More information about the school can be found on our website and we encourage you to apply if you feel the job role is for you. Application forms can be sent by email to [LMckenzie@bsg.bournemouth.sch.uk](mailto:LMckenzie@bsg.bournemouth.sch.uk) or by post to the school address above. Full details of the post and are listed on the school website [www.bsg.bournemouth.sch.uk](http://www.bsg.bournemouth.sch.uk).

Appointment date: January 2022 or by agreement

*Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service.*



## BOURNEMOUTH SCHOOL FOR GIRLS

### JOB DESCRIPTION

<b>Job title:</b>	Learning Mentor		
<b>Reports to:</b>	Head of Sixth Form	<b>Grade:</b>	7

### Main job purpose

Working in the Sixth Form Office under guidance: provide short term support in addressing the needs of a case load of pupils who are demotivated or disengaged to overcome a range of barriers to learning. This support is likely to include working individually with pupils, working with pupils in small groups, working with other parties/agencies including parents.

### Main responsibilities and duties

#### Support for pupils

- Work with selected pupils out of the classroom situation. This could include pupils excluded from or otherwise not working to a normal timetable
- Develop 1:1 mentoring arrangements with pupils which enable the pupil to agree plans and targets to move forwards
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
- Provide support to pupils to enhance their emotional health and well-being (EHWB)
- Help pupils to follow individual Education Plans where appropriate
- Assist in organising and running small group interventions
- Promote the speedy/effective transfer of pupils into sixth form/integration of those who have been absent
- Challenge and motivate pupils
- Promote and reinforce self-esteem
- Act as a positive role model
- Liaise with parents/carers as appropriate
- Network with other learning mentors, teachers and professionals, eg educational psychologist
- Participate in comprehensive assessment of pupils to determine those in need of particular help
- Plan effective actions for pupils at risk of underachieving
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils
- Work with other staff planning, evaluating and adjusting learning activities as appropriate
- Deliver, with support, small group interventions
- Be pro-active in gaining comprehensive personal knowledge of Local Authority/local/national sources and contact in order to facilitate access to services,

activities, courses, organisations and individuals to provide support for pupils and broaden and enrich their learning

- Monitor and evaluate pupils' responses and progress against action plans to learning activities through observation and planned recording
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Further admin support at a higher level e.g. compilation/analysis/reporting on attendance, exclusions etc.
- Take part in multidisciplinary meetings, Common Assessment Framework (CAF) assessments etc
- Undertake relevant and appropriate further training
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### **Support for the Sixth Form**

- Support pupils' access to learning using appropriate strategies and resources
- Provide feedback on pupil's progress as required
- Maintain records as agreed with other staff, contributing to reviews as requested
- Assist in the implementation of strategies to promote positive behaviour and attitudes

### **Support for the curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning

### **Support for the school**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required
- Clerical/admin support e.g. dealing with correspondence, making phone calls etc
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## **Knowledge & skills**

### **Qualifications**

- Minimum of 5 GCSE's including English and Maths. Attainment to A level or Higher Level qualification would be an advantage
- Completion of the National Learning Mentor training is desirable
- A willingness to work towards: Level 3 NVQ 3 in Learning and Development and Support Services for Children, Young people and Those who Care for them or Level 3 NVQ in Supporting Teaching and Learning in Schools or an appropriate specialist qualification at or above Level 3 NVQ

### Experience

- Experience of working with children of relevant age
- Experience of working with pupils with additional needs
- Working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Working knowledge of national curriculum and other relevant learning programmes
- Understanding of principles of child development and learning processes and in particular, barriers to learning
- Developing knowledge of Local Authority, local and national organisations which can provide services and activities to support pupils and broaden and enrich their learning
- Ability to relate well to children and in particular to motivate children to engage in the learning process
- Ability to work effectively with parents/carers and a range of professionals

<b>Date:</b>	December 2021
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### TERMS AND CONDITIONS

<b>Hours per week:</b>	32.5 hours per week
<b>Working pattern</b>	Monday – Friday 8.35am to 3.35pm
<b>Weeks per year</b>	Term time
<b>Salary Scale/point</b>	Grade 7, SCP 8 – 14 Actual pay based on contracted hours £15,020 - £16,916  The FTE for this grade is £20,493-£23,080
<b>Contract</b>	Permanent
<b>Conditions of Post</b>	The appointment is subject to: <ul style="list-style-type: none"> <li>• satisfactory references, police and medical clearance</li> <li>• satisfactory completion of a six-month probationary period.</li> </ul>