



SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

Sir William Borlase's Grammar School is a selective-entry, co-educational grammar school located in the centre of the attractive Thames-side town of Marlow, Buckinghamshire. The school has an excellent academic record, placing well on a variety of national league tables, and is very heavily oversubscribed. Standards of attainment are well above the national average, and above those achieved by comparable selective schools at all age levels. The school also has a justifiably high reputation for the performance of its various school sports teams and for its many other extra-curricular activities.

Borlase@home

Since March 22nd, 2020 the school has been operating as a virtual school delivering the full programme of Teaching and Learning, and Learning and Wellbeing support to our students via Google Meet. If we remain a virtual school next term this position would be run from Borlase@home or a combination of @home and in school.

Key Stage 4 Learning Mentor

(To start the new academic year, expected September 2020)

Actual Salary £16,509 - £18,555 per annum, dependent on experience

39 weeks per annum (term time only, plus one week)

37 hours per week

We are looking to appoint a Learning Mentor to join our Key Stage 4 Team. At Borlase our Learning Mentors support the learning progress and wellbeing of pupils in Key Stage 4. The role is wide-ranging including working with individuals and small groups to develop study-skills, managing pupil logs, covering classes, and a range of tasks to help pupils achieve their full potential. Training and support would be provided. This includes support in virtual learning platforms.

The position is ideally suited to a candidate considering training as a teacher in the future or with a background in training, working with young people or developing people in any context.

For an application form please visit
www.swbgs.com
and click on Job Vacancies
or email asummerfield@swbgs.com for more information

Closing date for applications is 9.00 am on Friday, May 22nd 2020

Applications submitted via email should be sent to Mrs Anna Summerfield at asummerfield@swbgs.com

The school is fully committed to the DCSF guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire County Council's guidance on Safer Recruitment and Selection in Schools

Job Description – KS4 Learning Mentor
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Purpose of Job

Learning mentors are an essential part of the Key Stage 4 team helping pupils to develop their study skills, improve their time management and achieve their full potential.

Learning Mentors are employed for 37 hours per week, term time only. The working hours will be based around the school working day with two 5.00 pm finishes per week to support individual pupil study, plus some staff meetings and training. You will be expected to uphold the ethos and values of the school and be a positive role model for pupils and undertake any training needed to support the role.

Main duties and responsibilities

● **Student monitoring**

To work closely alongside and support the Heads of Years 9, 10 and 11 to ensure that the academic and pastoral needs of all pupils in the Key Stage are catered for. To

- meet routinely with pupils (on a one to one or small group basis) in order to monitor their academic progress, pastoral care and SEND needs as directed by the Head of Year / SLT
- inform and support the DSL directly about any concerns
- support the DSL team as required, including external agencies
- work in collaboration with the relevant Head of Year
- liaise with teaching staff to support each pupils' learning as required by the Head of Year or SLT
- utilise SIMS for reports and information about the pupil's overall progress
- use relevant reporting systems within the school, eg CPOMs

● **Parental communication**

- To facilitate regular communication as directed by the relevant HoY or SLT with all parents and, where required by the Head of Year or SLT, be available to meet with parents to discuss matters relating to your areas of responsibility.
- To ensure parent evenings are organised and appropriate communications in place

● **Special Educational Needs**

- To work with the SENDCo to ensure that all pupils with a special educational need receive appropriate support, and to participate, where relevant, in SEND and / or EHCP reviews.
- To arrange regular meetings with students as required by the SENDCo and update the SENDCo and relevant Head of Year
- To be available to support the SENDCo and / or Head of Year in meetings with parents as required

● **Behaviour Support**

- To be available to support teaching staff in the area of pupil behaviour, including supervision, where needed, of "time out" for pupils.

● **Student Voice**

- To support programmes which are in place to provide an appropriate forum for pupils to express their views and wishes, and to support each other's learning.

● **Cover and Exam Invigilation**

- To work as part of a team to cover for absent teaching staff and to invigilate public exams as required day to day.

- **Study Support**
 - To help organise and run after-school Supporting Aspiration with Heads of Year and teacher rota and to provide mentoring to those pupils attending.
- **Attendance**
 - To work with Matron in monitoring daily attendance of pupils across Key Stage 4 including, where required, contacting parents of absent pupils.
- **House system**
 - To undertake the role of Form tutor, if required, to support House based activity and to attend weekly House Key Stage assemblies.

Person Specification – KS4 Learning Mentor

Qualifications	<ul style="list-style-type: none"> ● Excellent interpersonal and communication skills ● Excellent organisation skills
Experience	<ul style="list-style-type: none"> ● Experience of working with students/ young people in a support capacity or developing people in any context.
Knowledge, Skills and Personal Qualities	<ul style="list-style-type: none"> ● Competent and effective user of IT including Word and Excel and the ability to learn SIMS (school database) and other reporting databases ● Strong written and oral communication skills and the confidence to work effectively with students, staff and parents ● Excellent organisational and administrative skills including the flexibility to take on new tasks as they arise ● Ability to work under pressure and remain calm and professional ● Ability to work independently and as part of a team and to think creatively and laterally ● Genuinely interested in and enthusiastic about developing young people to fulfil their potential. ● Flexible in embracing a range of tasks as the school environment is responsive. ● Ability to work supportively and professionally within a team, understanding the need to maintain confidentiality as appropriate.