



# SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

## KS4 LEARNING MENTOR

*Inspire  
Empower  
Shape The Future*



# THE SCHOOL

## Welcome to Borlase

Welcome to Sir William Borlase's Grammar School where we are proud of our heritage as we approach our 400th birthday and excited to be inspiring and empowering the aspirations of our students today. A state-funded school in the centre of Marlow, Borlase is recognised for excellent academic learning and outstanding extra and super-curricular programme.

## History

At Borlase we are proud of our long history of providing education to the young people of Marlow and surrounding areas since 1624. The school was built on a strong principle: the desire to enable children from all socioeconomic backgrounds to have the opportunity to learn and meet their potential.

## Today

Our school has a very special energy that springs from a contagious enthusiasm for learning across all subjects; this extends well beyond the classroom through the many independent project groups, academic clubs and societies that flourish at school on a daily basis.

The calendar is full of opportunities to enrich learning through trips, visits, practical explorations and independent research. Borlasians aspire to achieve their best academically and personally and are unashamedly ambitious in those aims. High achievement comes from the genuine enjoyment of learning and we are committed to fostering that enjoyment in and outside the classroom.

Our teachers are all specialists in their chosen disciplines who are passionate about creating learning experiences that provoke independent thinking and creativity.

## Future

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# KS4 Learning Mentor

*(Full Time, Term Time only)*

(To start the new academic year, September 2021)

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

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

37 hours per week

An exciting opportunity has arisen at Borlase for a new Learning Mentor to join our Key Stage 4 Team. Our Learning Mentors play a vital role in supporting the learning progress and wellbeing of our pupils. In Key Stage 4 in particular, this includes supporting students throughout their GCSE years and in their transition to Sixth Form or training.

The role is wide-ranging including working with individuals and small groups to develop study skills and provide pastoral support; administration and record keeping; covering classes and a range of tasks to help pupils achieve their full potential. The Learning Mentor is key to our Supporting Aspiration Programme. You would be joining a strong team with highly experienced committed leadership. Training and support would be provided.

## THE ROLE

The position is ideally suited to a candidate keen to make a difference to the outcomes for young people; it would suit someone interested in teaching or training to teach in the future or with a background in working with young people or developing people in any context.

Learning Mentors are invaluable members of our Key Stage Teams, helping pupils to develop academically and personally.

Learning Mentors support pupils in their study skills, organisation and time management to achieve their academic potential; equally they support the pastoral and emotional wellbeing of the pupils in their key stage to enable them to be happy and confident young people.

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. Our Learning Support Team, as with all staff at Borlase, uphold and communicate the culture and values of the school.

They deliver the school's vision of inspiring and empowering young people to shape their future, and in doing so, that of the wider world.



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# THE JOB

## Data Manager

### Main Duties and Responsibilities

#### Mentoring

- To work closely alongside and support the Head of Key Stage 4 and year heads to ensure the academic, pastoral and wellbeing 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, SEND needs as directed by the Head of Key Stage/year heads /SENDCo/ Pastoral Lead
- To support the DSL team as required, including informing them of any concerns; using the school's CPOMS system and meeting with external agencies.
- To support the Head of Key Stage/ year heads in the administration and supervision of behaviour support.
- To liaise with teaching staff, Heads of Department, Senior leadership and other learning support staff as appropriate.
- To help organise and run after-school Supporting Aspiration with Heads of Year and teacher rota and to provide mentoring to those pupils attending.
- To communicate effectively with parents and to facilitate parent communications for the Heads of Key Stage/ staff working with Key Stage 4 including organising the Key Stage 4 parents' evenings.
- To keep records of pupil issues using CPpms/ SIMS/ Spreadsheets and other school systems.
- To utilise SIMS and other relevant school systems for reports and information about the pupil's overall progress.

#### Cover Support

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

#### Special Educational Needs

- To work with the SENDCo and specialist teacher 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 staff.
- To support the SENDCo/ specialist teacher in meetings with parents as required.

#### 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 others learning.

#### 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 support House based activity and to attend weekly House Key Stage assemblies.
- There will be the opportunity for the Learning Mentor to be a Form Tutor, or support a part time Form Tutor.

# THE PERSON

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	GCSE Maths and English	A Level  Further Academic Educational Qualifications  Any qualifications in areas of SEND/Mental Health are welcomed. Equally, these can be developed.
<b>Previous Work Experience</b>	Experience of working with students/ young people in a support capacity or developing people in any context.	Experience of working within a school or learning environment.
<b>Professional Skills and Experience</b>	Ability to work supportively and professionally within a team, understanding the need to maintain confidentiality as appropriate.  Genuinely interested in and enthusiastic about developing young people to fulfil their potential.  Confidence and competency in the use of IT	Any experience/skills in areas of SEND/Mental Health are welcomed. Equally, these can be developed.
	Continued professional development with recent relevant in-service training (if applicable).	Knowledge and experience of Safeguarding and Child Protection issues
<b>People Management Skills</b>	Effective communicator with children and adults - face to face, in writing, through technology.  An effective team player, working with colleagues collaboratively.	Experience in fostering good relationships in a school or other professional/ voluntary community.



# THE PERSON

	Essential	Desirable
<b>Other Personal Qualities</b>	<p>Enthusiasm for working with children and making a difference to their outcomes, personally and academically.</p> <p>A genuine and professional concern for the personal safety and wellbeing of young people. Well-developed planning and organising skills.</p> <p>Sharing the school's values and commitment to upholding them.</p> <p>The ability to be calm, supportive and measured.</p> <p>Emotional resilience and maturity.</p> <p>Personal stamina and energy including a good record of attendance and health Willingness to contribute to the wider life of the school.</p> <p>An appropriate sense of humour.</p>	<p>Any particular skill or interest to support the school in the wider development of students.</p>



# HOW TO APPLY

***Please do contact us with any queries or if you would like to discuss your situation with us first.***

**For an application form please visit [www.swbgs.com](http://www.swbgs.com) and click on Vacancies**

## KEY DATES

**9.00am 5th September 2021**

*Deadline for application*

**Applications submitted via email should be sent to Mrs Anna Summerfield at [asummerfield@swbgs.com](mailto:asummerfield@swbgs.com),  
copy to [enquiries@swbgs.com](mailto:enquiries@swbgs.com)**

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