



Manor and Castle Development Trust Ltd (MCDT)

Job Description

Job title:	Mentor
Reporting to:	Curriculum Lead
Responsible to:	Development Manager
Hours of Work:	20 hours per week (Term time only) 10.00am – 3.00pm Monday to Thursday
Salary	£9.19 per hour (plus enhanced rate of £1.16 per hour) = £10.35 x 20 hours per week x 39 weeks (term time only) = Total salary £8,078 (including enhanced)

Duties must be carried out in strict compliance with all MCDT policies including equality and diversity, health and safety and quality assurance.

Main Purposes of the Post

To complement the Curriculum Leads delivery of the curriculum and contribute to the development of learners, policies and strategies.

To work collaboratively with all staff and assist the Curriculum Lead in the whole planning cycle and the management/preparation of resources. Also to supervise whole classes occasionally during the short-term absence of other staff.

To provide support for learners, the curriculum lead and all other staff in order to raise standards of achievement for all learners (e.g. SEN, LDD, ADS and all underachieving groups), by utilising levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage learners to become independent learners, to provide support for their welfare, and to support the inclusion of learners in all aspects of school life.

Range of Duties

1. To plan and prepare lessons with curriculum lead, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
2. Develop, prepare and adapt resources for learning activities in accordance with lesson plans and in response to learner need.

3. Contribute to the planning of opportunities for students to learn in off site contexts in line with the MCDTs policies and procedures.
4. Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
5. Provide detailed verbal and written feedback on lesson content, student responses to learning activities and student behaviour, to staff and students.
6. Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities.
7. Support the teaching of the National Literacy Strategy 2017-2020, e.g. by delivering the ALS, ELS, FLS and Progress units to groups of learners, support the teaching of the National Numeracy Strategy and assist students to access the full curriculum. Be familiar with lesson plans, IEP targets and learning objectives.
8. Be aware, celebrate and support the difference and ensure all students have equal access to opportunities to learn and develop.
9. Promote and support the inclusion of all students, including those with specific needs, both in learning activities on and off site
10. Use behaviour management strategies to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others
11. Organise and safely manage the appropriate learning environment and resources
12. Promote and reinforce learner's self esteem and independence and employ strategies to recognise and reward achievement of self-reliance
13. Assist the curriculum lead in encouraging acceptance and integration of learners with special needs, or from different cultures and/or with different first language
14. Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

15. Assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
16. Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
17. Assist in maintaining and analysing records of students' progress.
18. Contribute to programmes of observation and assessment as planned by the curriculum lead and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
19. Support all staff with reporting students' progress and achievements at parents meetings which may be held outside school hours.
20. Assist all staff in offering mentoring support and guidance to volunteers undertaking formal training.
21. Offer mentoring support and guidance for students undertaking work experience activities
22. Support and guide other less experienced staff work in the classroom when required
23. Contribute to the overall ethos, work, aims of the Trust by attending relevant meetings and contributing to the development of policies and procedures. Also participate in staff meetings and training days/events as requested.
24. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant MCDT policies and procedures and making sure the individual/s involved understand it is unacceptable.
25. Assist in maintaining good discipline of students and escort and supervise students on planned visits and journeys.
26. Provide support and assistance for students' pastoral needs, i.e. being supportive and caring for sick, injured or distressed young people.
27. Provide physical support and maintain personal equipment used by the students within the learning environment.

28. Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning.
29. Supervise, participate, plan and organise play/sports activities for students
30. Assist the curriculum lead by receiving instructions directly from professional or specialist support staff involved in the students education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.
31. To work within and encourage MCDTs Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
32. To promote the safeguarding of all young people accessing our services
33. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
34. To undertake other duties appropriate to the post that may reasonably be required from time to time

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.