



### Job Description

Learning Mentor (with maths focus)  
(Part Time – Fixed Term)

<b>Title:</b>	<b>Learning Mentor (with maths focus)</b>
<b>Working with:</b>	Year 10 & 11 (14 – 16 year olds)
<b>Employed by:</b>	Open Box Education Centre
<b>Responsible to:</b>	The Principal
<b>Hours:</b>	9:00am-2:30pm (2 days a week)
<b>Work Base:</b>	Open Box Education Centre
<b>Start Date:</b>	ASAP
<b>Terms of employment:</b>	Fixed Term Contract to the end of May 2025 (in the first instance)

#### Additional information:

Student learning times are 9:30pm–2:20pm. Adequate preparation would require staff to arrive earlier and leave later than these session times. This is reflected in your start and finish times (9:00-2:30pm). It is expected that all part time staff attend whole staff training days published ahead of each academic year in the school calendar, in addition to these times.

#### AIMS:

1. To assist and support teaching staff in the delivery of a programme of Key Stage 4 education in maths and a range of other subjects, during term time.
2. To support the delivery of appropriate learning to individuals, pairs or small groups of up to four students, (alongside the subject teacher) in maths and a range of subjects and enrichment activities, both on site and off site.
3. To build positive, respectful relationships with students; encourage high self-esteem and a sense of self-worth and provide a strong adult role model for the students.
4. To support and enable students who have experienced trauma, loss, rejection and other barriers to education to engage, learn, grow, heal, succeed and move into adulthood.
5. To support and enable students who have a range of SEND needs, including autism, ADHD, PDA, OCD and anxiety disorders, to learn and make progress.

#### DUTIES AND RESPONSIBILITIES:

1. To work with small groups of up to four students, alongside the subject teacher, to facilitate learning
2. To support teaching staff in the planning and implementation of programmes of appropriate learning and activities, including specific SEND interventions
3. To attend any relevant planning meetings with the Principal and/or SEND Manager/teaching staff and whole staff training days.
4. To ensure that all work is conducted within the organisation's safeguarding policy and guidance.
5. To ensure that all work is in accordance with the policies and procedures of Open Box Education Centre.
6. Other reasonable duties as directed.

#### SUPERVISION AND SUPPORT:

1. The Principal will ensure regular supervision is provided by an appropriate member of staff.
2. Training requirements will be discussed, and access given to appropriate courses, the cost of which will be met in full by the organisation.
3. Safeguarding guidance and procedures will be communicated during the induction process. Safeguarding training will be provided within the first six months of employment.

**Person Specification: Learning Mentor (with maths focus)**

<b>SKILLS, KNOWLEDGE &amp; EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good levels of literacy and numeracy (at least GCSE grade C in English and maths, or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE grade A or B in maths, or A Level in maths or related qualification</li> <li>• Further training or a qualification relating to Learning Support or SEND</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Ability to employ a range of skills and strategies to support an effective and engaging learning environment to motivate reluctant students</li> <li>• The willingness to research topics, resources and exam board documentation, as directed by the subject teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the impact of trauma on young people and how this informs and shapes practice</li> <li>• Ability to implement effective strategies to support young people who have experienced trauma</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Ability to relate appropriately, positively and respectfully at all times to young people who have a range of challenging needs and behaviour</li> <li>• Ability to remain calm, respectful and patient in the face of potentially angry, uncooperative or verbally abusive young people.</li> <li>• Excellent communication skills and the ability to communicate effectively orally and in writing to a range of audiences</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of empathetic responses and active listening strategies</li> <li>• An understanding of restorative conversations</li> </ul>
<b>Behaviour Management</b>	<ul style="list-style-type: none"> <li>• Ability to support a secure, supportive and positive learning environment</li> <li>• The confidence to work with a small group of students, including those with emotional, social and behavioural difficulties or special educational needs.</li> <li>• Ability to implement a range of effective behaviour management strategies</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the sensory and emotional needs of young people with SEND or trauma backgrounds</li> <li>• Experience of using programmes to teach emotional regulation, such as 'Zones of Regulation'</li> </ul>
<b>Working as part of a team</b>	<ul style="list-style-type: none"> <li>• Ability to work with other staff effectively and positively, using initiative where appropriate.</li> <li>• Ability to adapt and work flexibly in response to student needs</li> <li>• A commitment to the vision, values and aims of Open Box Education Centre and an understanding of and willingness to work within its foundational Christian ethos.</li> </ul>	
<b>Effective working</b>	<ul style="list-style-type: none"> <li>• Excellent personal organisation and time management skills.</li> <li>• Ability to reflect on practice and implement change where necessary</li> <li>• An understanding that the preparation and organisation of students' work may be required, in consultation with the subject teacher or other senior staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of what constitutes quality in education provision and strategies for raising achievement for all students</li> <li>• Ability to research topics, resources and exam board documentation.</li> <li>• Ability to use a range of ICT software competently</li> </ul>

<b>Safe Working</b>	<ul style="list-style-type: none"> <li>• Ability to manage equipment and safe practices in the teaching area in an organised way.</li> <li>• Ability to work within the organisation's policies and procedures.</li> <li>• An understanding of and commitment to promoting and safeguarding the welfare of students</li> <li>• An awareness that lifestyle, language, attitudes and behaviour have an impact on how young people see staff as role models</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A broad level of general knowledge</li> <li>• A secure knowledge of maths topics up to GCSE</li> </ul>	<ul style="list-style-type: none"> <li>• Wider knowledge in a range of KS4 subjects</li> <li>• Up to date knowledge of child protection procedures</li> <li>• Knowledge of the secondary curriculum and examination system</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in schools or in another setting with children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of supporting learning in secondary alternative provision or special schools</li> <li>• Experience of working successfully with vulnerable students and students with challenging behaviour and complex SEMH needs</li> <li>• Experience of trauma-informed practices and a working knowledge of the impact of attachment issues in young people</li> <li>• A commitment to a church and a personal Christian faith.</li> </ul>
Please show in your letter of application how you meet each of these requirements.		

## **SAFEGUARDING**

Open Box Education Centre is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Open Box Education Centre is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation. The information below provides pre-employment screening guidance for candidates applying for this job at Open Box Education Centre. Pre-Employment Checks appropriate to this Job Profile:

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| <ul style="list-style-type: none"> <li>• <b>Identity</b></li> <li>• <b>Medical Screening</b></li> <li>• <b>References</b></li> <li>• <b>Qualifications</b></li> <li>• <b>Prohibition from Teaching</b></li> <li>• <b>Right to Work in the UK</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Self-disclosure</b></li> <li>• <b>Enhanced DBS Check</b></li> <li>• <b>DBS Barred List Check</b></li> <li>• <b>Childcare Disqualification Check</b></li> </ul> |
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