# Role Description

## Role Title: Learning Support Mentor

## Reports To: Head of Learning Support

Uppingham School, founded in 1584, is a leading co-educational independent boarding school. Its 840 pupils, aged 13-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, human resources, IT, catering, cleaning, health and safety, and the School’s trading subsidiary. The School employs c 550 staff, of whom about 120 are teaching staff.

The School is situated on a 120-acre estate with over 75 buildings.

The Uppingham Group of Schools also includes Maidwell Hall School in Northamptonshire,

Which educates pupils from ages 4 to 13, and Uppingham School Enterprises Ltd (Uniform

Shop, Sports Centre and external lettings). Uppingham Cairo will open in 2024, with

Uppingham Vietnam planned for the following year.

**JOB PURPOSE**

The Learning Support Mentor provides support for individual pupils with SEND, with a specific focus on literacy intervention, exam technique, effective use of access arrangements in public exams and pupils’ organisation of their workloads.

## Responsibilities

* To create a personalised mentoring programme, in conjunction with colleagues, to support academic progress and provide guidance and advice on methods of effective study and revision
* To plan and deliver appropriate 1:1 / small group interventions for a case load of pupils
* To record progress and outcomes of interventions
* To create and contribute towards support plans, implement recommendations, and share with teachers and pastoral house staff
* To review support plans, in liaison with the Head of Learning Support
* To write half termly progress reports and communicate with parents
* To attend any meetings necessary to support the pupils
* To work as part of a team with the Head of Learning Support, Learning Support Administrator and Learning Support teachers
* The ability to provide varying levels of individual attention, reassurance, and support with learning tasks, as appropriate to pupils’ needs
* Monitor each pupil and modify or adapt learning activities and strategies to suit their needs and to achieve the intended learning outcomes
* Create learning resources and materials to support pupil progress
* Evaluate pupils’ learning needs and seek new teaching methods
* Provide pupils with constructive feedback in a way that reinforces pupils’ self esteem and promotes independence
* Support pupils in a wide range of subjects that help to promote pupils’ confidence, independence and self reliance

PERSON SPECIFICATION

**Education and Qualifications**

* A level qualifications
* Degree (desirable)
* HLTA qualification (desirable)

**Skills & experience**

* Experience working with young people
* Experience working with young people with SEND, eg dyslexia, ADHD, ASD
* Excellent communication skills
* IT skills
* Experience of working in a school (desirable)
* Running intervention programmes (desirable)

**Personal qualities**

* Empathy for the needs of young people with SEND
* Patience, understanding and a sense of humour
* Ability to be flexible regarding scheduling of work
* Excellent interpersonal skills, with a flexible, friendly and professional approach
* A dedication to establishing positive relationships with pupils and understanding their needs
* Confident and calm
* Ability to work as part of a team
* A willingness to adapt to a wide range of duties within changing circumstances

TERMS AND CONDITIONS

**Working hours** This position is term-time only, with a minimum of 12 hours per week over

32 weeks per year.

The working hours will vary according to the number of pupils who need support and their individual schedules. It is anticipated that additional hours may be available.

**Salary**  £19.92 per hour.

**Probationary period** The probation period is six months.

This position is initially a fixed term contract until the end of June 2025, at which point the role will be reviewed. Depending on the School’s requirements this role may be extended or made permanent.

**BENEFITS**

**Holidays** The annual holiday entitlement is all normal school holidays. No holidays may be taken during term time. Public holidays that fall in term time are normal working days.

**Pension scheme** Defined contribution scheme: employee contribution matched by School

by factor of two, up to 10% maximum (upon completion of probationary period).

**Other Benefits** 50% Contribution towards premiums for the School’s private health scheme

Discount on School fees

Discount at a local nursery in Uppingham

25% Discount on holiday club fees for children of Uppingham or Maidwell Hall staff

Westfield healthcare

Westfield Rewards which gives discounts at various retailers, gyms, cinemas, and restaurants

Contributory pension scheme

Employee Assistance Programme

In house Occupational Health Service

Membership to dual-use Sports Centre (with a £25 annual joining fee)

Free staff lunches during term-time

Free annual Flu vaccinations

Complimentary staff ticket for select School performances

Cycle to Work scheme

Recognised as a “Disability Confident” employer

Recognised as a “Mindful” employer

Recognised as “Investors in Diversity”

## Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and always ensure compliance with the School’s Safeguarding (Child Protection) Policy. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School’s Designated Safeguarding Lead or to the Headmaster.

**Note**

Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Uppingham School in understanding the prime functions of the post.  It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.