



# CHELTENHAM COLLEGE

## **LEARNING MENTOR**

### **SENIOR SCHOOL [13-18]**

#### **The Appointment**

The College seeks to appoint a graduate to help develop pupils' learning skills and the use of ICT to aid learning. The role would suit someone who enjoys working with young people and is confident using ICT. It may have particular appeal for someone considering teaching as a career.

#### **The College**

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School (13-18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 700 pupils, including a Sixth Form of approximately 300 pupils. The Prep School (3-13) is largely a day school of some 400 pupils. Both schools are fully co-educational. The schools are situated near the centre of Cheltenham and have fine academic records and a considerable reputation for sport, drama and music.

#### **The Department**

The Learning Mentor will work primarily within the Learning Support department but will also work with pupils in boarding houses in the evening. The Ben White Learning Centre is a welcoming learning environment situated in the heart of College. It is resourced with a range of software, including touch-typing, text-to-speech, spelling and dictation programmes. The boarding houses are located within the College's extensive grounds. The Learning Support department team is friendly and committed and its members liaise closely with staff in other departments, the library and the boarding houses.

#### **Learning Mentor role**

Specialist teachers in the Learning Support department primarily support the development of individuals' literacy skills. The Learning Mentor will extend the availability and variety of help on offer so that more pupils can benefit from additional support and the resources in the Ben White Learning Centre. Touch-typing lessons are offered in the Learning Centre; the Learning Mentor will oversee these. During lesson times, the Learning Mentor will be available to work with pupils who have been identified as requiring additional support, to help with prep and skills such as revision strategies, organisation and essay planning. A small number of pupils in Year 10 take nine rather than ten GCSE subjects, which enables them to receive some additional support if necessary. Pupils in Sixth Form have free periods to use for study, during which time some may benefit from additional support to develop their study skills. In the boarding houses, help with evening prep is offered. The Learning Mentor may also support pupils pastorally by being a tutor to a number of pupils in year 9, 10 or 11. As tutor, they will deliver the Floreat wellbeing programme to their tutees and also meet with tutees for fortnightly reflections meetings. The successful applicant will encourage pupils to accept the opportunities for development.

## **Key responsibilities**

- Work with pupils on a 1:1 or small group basis, offering study skills support and support with assistive technology
- Arrange for pupils to attend touch typing/handwriting lessons and monitor their progress
- Assist with literacy screening and data entry
- Assist with the running of revision clinics
- Assist with invigilation of internal exams
- Support with administrative tasks as required
- Complete tasks as identified by the Head of Department to support the daily running of the department
- Provide evening prep support for pupils, in boarding houses
- Support and guide a small number of tutees, liaising with Hsms, tutors and parents as required

## **Person Specification**

- Ability to relate to, motivate and encourage young people
- Able to communicate effectively with pupils, parents and colleagues
- Enthusiastic and resilient
- Proactive in encouraging pupils to access support
- Flexible and willing to help in different settings
- Able to use initiative
- Excellent organisational and administrative skills
- IT skills
  - Confident to use and learn about selected software programmes
  - Confident to teach identified pupils to use assistive technology
  - Familiarity with iPads, Macs and Windows would be an advantage

## **Expectations**

The College sets the highest professional standards in every respect.

## **Terms and Conditions:**

- The College has its own salary scale. The expected salary range will be £20-22k, depending on experience.
- Lunch available during College term time.
- Hours of work: 11am-8pm, Monday to Friday during term-time.
- Service with the College is pensionable.
- Members of staff may use the College sports' facilities (at staff allocated times).
- Discounts for College staff at local retailers and businesses.
- Subsidised health scheme membership (Benenden).

**May 2022**