

Rutlish School



Student Mentor

Job Information Pack



RUTLISH SCHOOL

Watery Lane, Merton, London SW20 9AD

Telephone: 020 8542 1212

Headteacher: Ms Laura Howarth

STUDENT MENTOR

Salary Range: £29,346 to £30,630 (full time) / £25,520 to £26,637 (actual)

Grade: ME6 Point 7 to 10

Hours: 35 hours per week, 39 weeks per year (Term Time, including Inset Days)
8.30am to 4pm with a thirty-minute unpaid lunch break. Please note, the role will require working with students during students break and lunch times; therefore, the successful candidate will need take their lunch at a different time

Start Date: ASAP

Contract: One Year Fixed Term Contract (With the possibility of being made permanent)

Rutlish School has an exciting opportunity in its' Inclusion Department for an enthusiastic Student Mentor who enjoys working as part of a highly effective team. This post provides an opportunity to work in an outstanding school where staff make a REAL difference to the lives of young people.

The main duties of a Student Mentor at Rutlish are as follows:

- To provide support and guidance to our students by removing barriers to learning
- To promote effective participation in school
- To enhance their learning and to raise aspirations and achievement in order to allow them to achieve their full potential
- To work with students whose behaviour and disaffection significantly impacts on their attainment and progress
- To promote and safeguard the welfare of the students.

What we can offer?

Experience of working in an "outstanding" oversubscribed school: In September 2024, Ofsted rated Rutlish as "Outstanding" in all 5 areas of judgement. Rutlish School is proud to consistently be one of the top schools nationally, being in the top 2% of schools nationally for progress at GCSE and the top 8% for attainment. Rutlish is the second highest performing non-selective boys' school in the country for progress and the highest performing boys', non-selective school in London. Rutlish is the highest performing of all secondary schools in Merton and consistently achieves outstanding results.

The School is set in a conservation area close to Wimbledon town centre, with excellent transport links; London Underground, British Rail, bus routes and the tram are all close by. There is also ample on-site free parking for staff coming by car.

Other benefits of working for Merton include; membership of the Local Government Pension Scheme, access to the Employee Assistance Programme for you and your family, discounted membership to Merton leisure centres, employee discounts on a range of leisure activities, from days out to magazine subscriptions, as well as hair and beauty treatments, courses at Merton Adult Education, entertainment events and discounts at local restaurants

Deadline: 10:00am on Friday, 29th November 2024

You could also benefit from Merton's cycle-to-work scheme and have free membership to the Old Rutlishians Association who have events such as live acoustic nights and comedy nights.

The benefit of regular professional development.

If you have a commitment to achieving high standards and would like to join our dynamic team, then we look forward to receiving your application. A Job Information Pack and application form can be found on the school website www.rutlish.merton.sch.uk Completed application forms should be sent to jobs@rutlish.merton.sch.uk by **10.00am on Friday, 29th November 2024**

No Agencies or CVs please as these will not be considered for shortlisting

We are committed to safeguarding and promoting the welfare of children, therefore all applicants are required to undertake an Enhanced Disclosure & Barring Service check. We fully support the London Borough of Merton's Equal Opportunities Policy.

Deadline: 10:00am on Friday, 29th November 2024

Rutlish School

Job Description



Post: Student Mentor
Scale: Scale ME6
Responsible to: The Inclusion Manager

Duties:

1. To provide an additional and complementary student support service to school staff and adult helpers.
2. To address the needs of students who need help to overcome barriers to learning both inside and outside the classroom in order to achieve their full potential.
3. To prepare materials and resources appropriate to the needs of the students to facilitate sessions in an appropriate way for the students.
4. To review the progress of students on the various programmes and to report appropriately to the Head of Inclusion and identified audiences.
5. To help set up a variety of before school, after school and lunchtime clubs.
6. To support students to conform to the School Code of Conduct.
7. To manage students according to the School policies and procedures.
8. To contribute to School reports as appropriate.
9. To be a key worker for identified students.
10. Home / School liaison.
11. To liaise with other agency workers and participate in broader work e.g. attendance issues.
12. To help enable students with identified needs to access the curriculum and promote high standards of attainment for all.
13. To attend meetings and in-service courses as and when necessary to meet the needs of students and develop own skills.
14. To liaise and consult with the Head of Inclusion and other teaching staff.

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15. To undertake other duties as required by the Head of Inclusion. This may include:
 - assistance in practical lessons if appropriate
 - monitoring and effectively managing students with behavioural difficulties
 - supervising an adapted curriculum where necessary
 - accompanying students on educational visits under the guidance of a teacher and assisting with any activities on these visits
16. To participate in the appraisal process.
17. To ensure the safety and welfare of students.
18. To work with initiative whilst referring complex matters for guidance.

Person Specification

Post:	Student Mentor
Scale:	Scale ME6
Responsible to:	The Inclusion Manager

Skills, knowledge and abilities

- A commitment to enabling all students to access the curriculum and be fully included in all areas of school life
- The ability to work in partnership with staff, teaching and support, governors and parents
- The ability to establish effective relationships with students identified as likely to benefit
- The ability to establish and maintain effective contact with families / carers of targeted students
- An ability and willingness to keep accurate records of student progress and to report and consult with appropriate staff
- An ability to attend review meetings on individual students
- Good knowledge of the range of activities, information, courses, opportunities, organisations and individuals that may be drawn upon to provide extra support for targeted students
- A willingness to assist with break and lunchtime supervision of students when required
- A willingness to attend meetings and in-service training for personal professional development
- A willingness to work with the Head of Inclusion in reviewing and planning your professional development

Experience

- Experience of working with students who have a variety of needs
- Experience of working as part of a team
- Experience of liaising effectively with parents/carers and other agencies in consultation with teachers
- Experience of managing small groups
- Experience in monitoring and evaluating the achievements and progress of students

Other requirements

- An assurance to provide continuity of support for the students and staff plus a commitment to on-going professional development
- Flexibility
- A willingness to carry out any reasonable duty that may be required, commensurate with the post
- A commitment to implement and actively support whole school policies
- An understanding of, and commitment to, the London Borough of Merton's Equal Opportunities policies
- Patience and a positive enthusiastic attitude
- Evidence of appropriate qualifications and / or experience
- Able to work independently
- To show a personal commitment to safeguarding and promoting the welfare of children and young people