



Postholder:	
Job Title:	The Wave – Learning Mentor/ Tutor
Grade:	Grade
Responsible to:	The Wave Manager
Responsible for:	Supporting Learning/ Tutoring
Start Date:	ASAP

Job Description Note

This job description is not necessarily a comprehensive definition of the post; it may be subject to modification or amendment after consultation with the postholder. The post holder will be expected to take on any other duties that the headteacher may direct them to undertake.

Collegiate Responsibility (All Staff)

- To ensure all aspects of provision at Carnforth High School are outstanding and meet the needs of all learners
 - To work to surmount all barriers to progress
 - To deliver outstanding support of all learners
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- To maintain high visibility and personal credibility at all times
 - To set the culture by consistently upholding the vision, values and policies of the school
 - To consistently challenge and support all learners to enable them to make progress
 - To represent the school in the community and beyond
 - To take on duties in a rota system as if required

Specific to this Role

Main Purpose

- Ensure learners survive, thrive and progress.
- Monitor and intervene to support learners at risk of underachievement.
- Ensure effective communication and liaison to support learners.
- Be aware and mindful of pupils’ specific and individual needs.



Day-to-day Role

- Support pupils with their academic work.
- Liaise with teaching staff to ensure the work provided is appropriate and provides challenge.
- Deliver tutoring to small groups of 3-4 pupils (Years 7-11).
- Prepare and adapt tutoring materials where necessary.
- Listen to learners and help them resolve any issues that are creating barriers to learning/ participation in lessons.
- Complete admin roles within The Wave as directed by the provision manager
- To record attendance in The Wave.
- To follow individual pupil's support plans to ensure needs are being met/ reasonable adjustments being made.
- Inspire and motivate learners.
- Fulfil lunchtime, breaktime and morning duties in the Wave.
- Maintain accurate records and contribute to reports where necessary.
- Adapt to the day-to-day needs of pupils within The Wave.

Person Specification

- Qualified teacher status **or** graduate/ degree equivalent. Must have GCSE English and Maths at Grade 4/ Grade C or above.
- Ability to relate well to children and adults and an understanding of learning and development.
- Interested in teaching/ mentoring small groups of pupils.
- Knowledge of educational practices/ methods.
- Ability to organise and supervise the work of pupils to ensure they make good progress.
- Ability to communicate with a range of pupils and adults.
- Ability to establish and maintain good relationships with a range of pupils and adults.
- Desire to support vulnerable pupils in the academic setting (including those with SEN, EBSA, neurodivergence and poor mental health).
- Capacity to motivate, inspire and challenge pupils, self and others.
- Conscientious, reliable and empathetic.
- Good listening skills.
- Flexible and adaptable.
- Ability to work on own initiative.
- An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.
- A commitment to future training and development.