



REACH Essex Ltd.

Job Description

Assistant Mentor - Full Time Permanent Contract

Josephs Barn, Woodend Farm, Hatfield Road, Witham, Essex, CM8 1EH

37 hours per week

39 term time working weeks per annum

Salary- £17,500 to £20,449

Actual Salary: £13,125 to £15,336 depending on experience

'Employer of Choice' Benefits (see 'Benefits of working at REACH' attached)

Starting February 2021

- *Have you got what it takes to work with children that are school refusers, have complex behaviours or are on the verge of permanent exclusion?*
- *Can you ensure every pupil has the best chance of succeeding in life?*
- *Do you want an exciting and rewarding career with an organisation that genuinely cares about you and every child we work with?*

We are looking for an enthusiastic, motivational and professional Programme Facilitator and Mentor to work with children who are regarded as being on the 'cliff edge' or 'slipping through the net'. We want every pupil to have the best chance of succeeding in life through a holistic and inclusive approach with education, families and other service providers. We are looking for a particularly unique individual to work with us at REACH Essex Ltd.

The person we are looking for WILL stand out from the crowd!

The role includes:

SUPPORT FOR PUPILS

- ✓ Developing appropriate positive and supportive relationships with pupils
- ✓ Being aware of the differing needs of pupils
- ✓ Assisting with the development and implementation of Individual Education/Behaviour Plans
- ✓ Having high expectations which stretch, motivate and challenge pupils and promote self-esteem and independence
- ✓ Providing feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHER / SENIOR MENTORS / MENTORS / PROGRAMME FACILITATORS

- ✓ Using strategies to support pupils to achieve learning goals,
- ✓ Adapting resources when necessary to best suits the individual needs of the pupils
- ✓ Planning learning activities
- ✓ Monitoring pupils' responses to learning activities and accurately recording achievement/progress
- ✓ Establishing constructive relationships with parents/carers

SUPPORT FOR THE CURRICULUM

- ✓ Delivering structured and agreed learning activities/mentoring programmes,
- ✓ Adjusting activities according to pupil needs
- ✓ Delivering programmes of intervention
- ✓ Recording achievement/progress and feeding back to the management
- ✓ Promoting the use of ICT in learning activities
- ✓ Developing pupil competence and independence in the use of technology
- ✓ Preparing and maintaining equipment/resources required to meet the programme plans/relevant learning activity
- ✓ Assist pupils in the use equipment and resources

SUPPORT FOR REACH ESSEX

- ✓ Taking part in training and CPD, as required
- ✓ Appreciating and supporting the role of colleagues and other professionals in external services
- ✓ Building constructive relationships with employees and business partners
- ✓ Attending and actively participating in relevant meetings, as required
- ✓ Providing supervision for pupils
- ✓ Supporting teaching staff / programme facilitators / senior mentors / mentors and pupils on visits, trips in the community as required
- ✓ Taking responsibility for pupils under the supervision of the teacher
- ✓ Being a role model for pupils and colleagues in terms of behaviour and attitude
- ✓ Ensuring punctuality, attendance and professionalism at all times
- ✓ Maintaining confidentiality
- ✓ Adhering to policies and regulations including those relating to employee conduct, equal opportunities, health and safety, safeguarding and child protection
- ✓ Carrying out other associated duties as may be required by the Headteacher or his/her designated nominee

Closing date: 16/12/2020 (midday)

Telephone Interview date: 18/12/2020

A REACH Essex application form **MUST BE COMPLETED** via Essex School jobs website.

The completed application form should be returned to admin@reachessex.com

INFORMATION ABOUT REACH ESSEX

REACH is an Essex and Suffolk approved alternative education provision in which we offer bespoke services to children across Essex and Suffolk. Our work is supporting children and families to engage in our services to promote positive outcomes utilising a broad range of skills and therapeutic approaches.

Our mission is to invest in people, both our employees and our pupils. As professionals in the helping profession, we believe and aspire to offer a better future to those children, young people and families we work with. Success for us means unleashing the potential of each individual we engage with so they can grow and develop each day to be better versions of themselves. Our values are grounded in our determination to be the change we want to see in the world, through passion, commitment and integrity. We want to plant a seed of kindness and compassion in a generation that will produce resilience and hope to enable them to fulfil their own destinies.

Our success is measured by the lives we change through REACH