



<b>Job Title</b>	<b>English and Maths Progress Mentor</b>
<b>Grade/Salary</b>	Local Government Pay Scale 5, Points 9 to 12 depending on experience. Actual salary £20,155 pa to £21,149 per annum
<b>Hours</b>	33 hours 20 minutes per week. Monday to Friday - 8.20am to 3.30pm, Term Time only (38 Weeks)
<b>Date Required</b>	ASAP
<b>Interview Date</b>	As soon as suitable applications are received
<b>Reporting To</b>	SENDCo

## Details

We are seeking a dedicated and enthusiastic individual to join our team as an English and Maths Progress Mentor. This role is pivotal in supporting students to improve their proficiency in English and Mathematics, enabling them to succeed academically and reach their goals. The English and Maths Progress Mentor will work closely with students, teachers, and parents to provide targeted intervention and support tailored to individual student needs.

### Principal Accountabilities

Assist the teacher to plan challenging teaching and learning objectives for identified pupils to ensure progress. Use detailed knowledge and specialist skills to support and progress pupils' learning  
Deliver agreed learning activities to pupils, adjusting activities according to pupil responses/needs

### Specific Duties

- Organise and manage an appropriate learning environment for identified pupils
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports to SENDCo, departmental teachers and pupils.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Support pupils with Dyslexia and Dyscalculia Interventions
- Support pupils with Exam Revision Support
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Headteacher: Sarah Cox, BA (Hons)

Croft Road, Benfleet, Essex, SS7 5RN Tel: 01268 794215

Email: [info@theappletonschool.org](mailto:info@theappletonschool.org) Website: [www.theappletonschool.org](http://www.theappletonschool.org)



THE APPLETON SCHOOL





# The Appleton School

- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to deliver learning activities, taking account of pupils' interests and language and cultural backgrounds

## General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

*The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher, Deputy Headteacher or SENDCO to carry out appropriate duties within the context of the job, skills and grade.*

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For more information please see the attached Job Description

We offer our staff an excellent induction programme within a friendly and supportive environment, and are committed to providing high quality professional development. This enables continuous improvement in teaching and learning.

The Appleton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

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Category	Essential	Desirable
<b>Application</b>	<ul style="list-style-type: none"> <li>• A fully completed application form</li> <li>• Two suitable references (any School references must be from a Headteacher)</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Grade C / Grade 4/5 GCSE English and Maths</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience working with students in an educational setting, preferably in a tutoring or mentoring capacity.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong knowledge of the English and Mathematics curriculum, including key concepts and skills at various grade levels.</li> <li>• Sound knowledge of the SEND Code of Practice.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Willing to undertake continued professional development</li> <li>• Willingness to learn new skills</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of training or further learning in related field</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to use language and other communication skills that parents/carers, students and staff members can understand and relate to.</li> <li>• Able to work closely with other adults, offering them practical advice and strategies that assist them to overcome problems relating to the teaching of and support to students.</li> <li>• Skilled at making and sustaining positive relationships with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic and creative thinker with the skills, abilities and passion to enable young people to flourish.</li> <li>• Confidence in sharing ideas and initiatives</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate enthusiasm and sensitivity whilst working with others</li> <li>• Patience, empathy, and a genuine passion for helping students succeed.</li> <li>• Positive and enthusiastic approach towards work.</li> <li>• Kindness and empathy towards students and colleagues.</li> <li>• Ability to work as part of a team and on own initiative.</li> <li>• Flexible and adaptable to change.</li> <li>• Resilience in challenging circumstances.</li> </ul>	<ul style="list-style-type: none"> <li>• A passion for education</li> </ul>