



Responsibility Profile – Progress Mentor

Description

Post Title: Progress Mentor

Salary: LPT-4

Location: Kings College Guildford

Job Purpose

- Supports the teacher with their responsibility for the development and education of children in schools
- Deliver 1-1 and small group academic interventions without the direct support of the teacher
- Uses routine supervision and care skills to support groups of pupils and individuals

Organisational Relationship

Directly responsible to the SENCO

Main Duties

The principle accountabilities of the role are set out below but they are not intended to reflect an exhaustive list of duties.

1. Mentor selected pupils by regularly meeting with them and checking in on them to ensure they can be successful in class and outside of class such as helping them to attend clubs or access wellbeing support when needed.
2. Provide support to pupils' for their personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
3. To work as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills.
4. Supervise and support pupils in small groups and individually ensuring their safety and access to learning.
5. Deliver 1-1 and small group academic interventions as directed by the teacher/SENCOs, but without his/her direct support during the activity.
6. Run assessments and track pupil progress during learning activities and discuss findings with the SENCOs.
7. Discuss with and report back to class teacher or SENCO on the planning and assessment of pupil work.
8. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
9. Promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.
10. Encourage pupils to act independently as appropriate.
11. Assist in the delivery of lessons where required by participating in "whole class" day to day learning activities including supporting pupils to understand instructions and use of ICT as directed by the teacher.



12. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
13. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
14. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Additional Duties

1. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Responsibility to promote and safeguard the welfare of children and young people who you have responsibility for or come in to contact with.
3. To participate in appropriate meetings with colleagues and parents as required.
4. To participate in the college Performance Management/Staff Appraisal Scheme and other training as required.
5. To adhere to and promote college policies on equal opportunities and race equality.
6. Contribute to the overall ethos/work/aims of the school.

Working Time

This is a permanent post for 30 hours per week during term time (39 weeks)

General

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect changes in the job which are commensurate with the salary and job title.

Updated April 2025

I hereby confirm that I have read and understood the job description provided to me. I acknowledge the roles, responsibilities, and expectations outlined within it. By signing below, I agree to perform the duties as described to the best of my ability and adhere to the standards set forth by Kings College Guildford.

Signature: _____

Printed Name: _____

Date:



Person Specification

	Essential	Highly Desirable
Qualifications/ Experience	<ul style="list-style-type: none"> ▪ Good general education with GCSE passes in Maths and English ▪ Good level of written and spoken English ▪ Good basic numeracy/literacy skills ▪ Excellent communication skills both written and verbal ▪ Appropriate knowledge of first aid ▪ Basic IT skills; familiarity with MS Office 	<ul style="list-style-type: none"> ▪ First Aid certificate ▪ Relevant qualifications
Professional Qualities	<ul style="list-style-type: none"> ▪ Ability to follow instructions ▪ Ability to plan and prioritise regular and irregular tasks ▪ Ability to communicate effectively with and motivate pupils ▪ Ability to explain and clarify instructions to pupils ▪ Ability to assist with the organisation of the learning environment ▪ Ability to undertake routine tasks under the direction of a teacher ▪ Committed to safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> ▪ Participation in development and training opportunities
Personal Qualities	<ul style="list-style-type: none"> ▪ Work constructively as part of a team, understanding classroom roles, responsibilities and your own position within these ▪ Ability to work effectively with adult team members ▪ The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to 	<ul style="list-style-type: none"> ▪ Experience of working with children in a Secondary setting

Updated October 2022