

## **Learning Skills Mentor - Gap Student (Fixed-Term, Full-Time, Term-Time Only)**

### **Learning Support Department**

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

We are seeking to appoint a Learning Skills Mentor (Gap Student). **This role is particularly suited to an applicant taking a gap year, those part-way through their degree, or a recent University graduate with experience of the school system and current syllabi.** Those considering a future career in education will find this an invaluable opportunity to gain experience in one of the top independent schools in the country. The successful candidate will support groups of students across a variety of subjects up to IGCSE level, with the possibility of A Level support in some areas.

Working under the guidance of the Head of Learning Support, you will support students both in small groups within the department and within lessons alongside subject teachers. Additional duties may include supervising lunch and after-school clubs, carrying out group assessments, and assisting the Department with administrative tasks.

The Learning Skills Mentor (Gap Student) will report to the Head of Learning Support, Mrs. K Richardson.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

Key responsibilities:

- Support groups of students in the Learning Support Department across a variety of subjects to IGCSE level, and to A Level where possible.
- Deliver study skills sessions across different year groups.
- Support students within lessons and liaise closely with subject teachers to apply effective learning strategies for students with diverse learning approaches and those with significant co-curricular commitments.
- Conduct individual and group assessments (under the supervision of the Head of Learning Support) to identify learning needs and inform planning.
- Assist with administrative tasks within the Department.
- Supervise homework clubs.

#### **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

To comply with the Whitgift Equal Opportunities policy and to ensure positive relationships are upheld within the school community, through effective communication, in line with professional norms.

## **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the school's commitment to high quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

## **PERSON SPECIFICATION:**

### **Essential**

- Positive attitude towards equality, inclusion and excellence for all
- Ability to support A Level study in at least one of: Maths, Chemistry, Physics, Biology, Philosophy, English, or Economics
- Excellent verbal communication skills
- Hard-working, reliable, enthusiastic and creative
- Confident working both collaboratively and independently
- Resilient and adaptable
- Caring and supportive approach towards students and colleagues
- Strong organisational skills: able to meet deadlines and adapt to changing situations.
- Excellent administrative and ICT skills, including Word and Excel.

### **Desirable**

- Experience working with children aged 10–18.
- Ability to offer additional skills to the wider school community.
- Science or Mathematics A Level.
- Understanding of diverse learning preferences.

## FURTHER INFORMATION

### STAFF BENEFITS

All our staff benefit from a competitive remuneration package, including:

- 25 days' holiday plus bank holidays
- Pension Scheme (with Life Assurance cover)
- Access to an Employee discount Club
- Discounted school fees for permanent posts within the Foundation Schools
- Access to our onsite gym (select hours) and swimming pool (as available)
- BUPA membership
- Onsite parking, when available
- Lunch is available onsite during term time

### CONDITIONS OF SERVICE

This position is offered as a full-time, fixed-term, term-time only contract from September 2026 to July 2027.

The Learning Skills Mentor (Gap student) will work 5 days per week, Monday to Friday. The hours are 8.00 am to 5.00 pm (40 hours per week) with a one-hour unpaid lunch break.

The salary for this post will be up to Point 17 on the John Whitgift Foundation Support Staff Salary Scale, (depending upon the qualifications and experience level of the successful applicant). The full-time equivalent of Point 17 will be £31,199 gross per annum. The pro rata salary at Point 17 equates to £24,959 gross per annum (based on 41.6 weeks). This will be pro rata to the term of the contract.

### APPLICATION INFORMATION

We welcome applicants from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

Please contact Mrs Kirstie Richardson on 020 8688 9222 or e-mail [kir@whitgift.co.uk](mailto:kir@whitgift.co.uk) should you have any questions regarding this position.

To apply, please visit [www.whitgift.co.uk/vacancies](http://www.whitgift.co.uk/vacancies). For any queries, please telephone 02086889222 or email the Human Resources Department at [SchoolHR@whitgift.co.uk](mailto:SchoolHR@whitgift.co.uk)

We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis, and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.

***Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks. It is an offence to apply for a role at the School if you know that you are barred from regulated activity with children.***

***All roles within the School involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the School's safeguarding ethos.***

***The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are "spent" unless they are "protected" under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.***

June 2026