

MHS
Reigate

LEARNING MENTOR

CANDIDATE PACK

www.moonhallschoolreigate.co.uk rzeznikl@moonhall.co.uk

MHS Reigate

ABOUT MOON HALL

Moon Hall School is an award winning leading independent day school in Reigate for bright dyslexic children aged 7-16. We are specialists in teaching pupils with specific learning differences and provide tailored education that nurtures confidence, creativity and academic success. We pride ourselves on:

- Outstanding pupil support and small class sizes
- A nurturing, warm and inclusive atmosphere
- Innovative teaching practices and a commitment to pupil wellbeing
- Nationally recognised leadership in dyslexia education
- A vibrant and growing school community with exciting future development - including sixth form, international centres and CPD training hubs

Moon Hall is not just a school - it is a movement to reshape the way we see learning differences.

MOON HALL

INTRODUCTION

Moon Hall School's history started in 1985 when the school was set up by Mrs Berry Baker. Mrs Baker recognised that local schools were not able to provide an appropriate and positive environment for her eight-year-old dyslexic son. They did not have the knowledge required to help him and meet his specific learning needs; although a bright child, mainstream schools did not understand his learning style, and he had not responded well to their teaching methods or provision. Mrs Baker was already a qualified teacher and encouraged by a friend, also with a dyslexic child, she established a school in her own home, Moon Hall. Within four years she had twelve pupils, the maximum permitted for home teaching. With more applicants than places, a move was necessary. Mrs Baker and the other parents of the original Moon Hall students realised that the interests of the children would best be served if they could have all the skills of a specialist dyslexia school within mainstream education. Moon Hall School, Reigate is now well established on-site at Burys Court and provides a full GCSE curriculum together with a wide range of sporting and other activities. Since the first lessons at the kitchen table, our ethos and values remain and over 1000 children have benefitted from a Moon Hall education. Our remit is to provide the environment, understanding and strategies to equip bright children with the confidence and ability to overcome the barriers they will face.

OUR AIMS AND ETHOS

Moon Hall School, Reigate provides a supportive school environment for dyslexic children where expectations for diligence and achievement are high. We enable our pupils to take full advantage of their intellect and talents by learning how to manage their dyslexia.

OUR VALUES

Our ethos is underpinned by the basic values of: Kindness, Inclusion, Nurture, Perseverance and Aspiration. We practice and teach our pupils these values as well as those of democracy, diversity and equal opportunity. We welcome pupils of all religions and of none. We know that in the right environment, with the right support and encouragement, all our pupils are capable of achieving their potential, both in their personal development and academically. Our pupils are girls and boys, aged 7-16, from many of the Southeast counties. The pupils are encouraged to embrace their wonderful and often creative way of thinking and celebrate - not fear - their dyslexia. Our school's primary purpose is to educate and support our pupils and to ensure their wellbeing. We can only achieve these objectives for our pupils with highly committed, professional staff. We aim to work as a collegiate organisation with mutual respect for and reliance on, the contribution made by each other. Our staff have the knowledge and expertise to help our pupils succeed and excel in the learning environment that we provide. As a school, we understand the difference and know how to make a difference.



JOB TITLE: Learning Mentor

RESPONSIBLE TO: Head of Department or other designated manager as determined by the Exec Head

The Role

To provide comprehensive support to the Department, facilitating student learning and contributing to a positive educational environment. This role includes assisting with lesson preparation, delivering tailored support to students, and performing exam-related duties such as reading and scribing.
Please note that departmental assignments are subject to review and may change based on the school's needs as determined by the Headteacher. These changes will aim to cause minimal disruption to the day-to-day operations, however, there may be times, on occasion, where last minute changes are needed to ensure the safe running and operations of the school.

Key Responsibilities

Classroom Support

- Assist the teacher in preparing the classroom for lessons and maintaining a tidy learning environment.
- Support students' learning activities, promoting engagement and understanding.
- Provide one-on-one or small group assistance to students requiring additional help.
- Updating departmental displays to ensure all work is current and engaging for students.
- Support the delivery of emotional literacy and wellbeing interventions, including ELSA-informed strategies, to promote pupils' emotional resilience, self-esteem and engagement in learning.

Lesson and Curriculum Assistance

- Aid in the development and implementation of lesson plans.
- Prepare and organise teaching materials and resources.
- Adapt learning materials to accommodate students' varying needs.
- Work with the Therapy teams to ensure maximum utilisation within the department and across the school
- Consistently model and promote the school's values and expectations through professional conduct and interactions with pupils, families and colleagues.
- At the Teacher's request, contribute to class resources as and when required.
- Take an active and proactive role in supporting pupils' learning, engagement and wellbeing within the classroom environment.

MHS Reigate



JOB TITLE: Learning Mentor

RESPONSIBLE TO: Head of Department or other designated manager as determined by the Exec Head

Student Welfare and Development

- Monitor and support students' social and emotional well-being.
- Encourage positive behaviour in line with school policies.
- Assist with the development and implementation of Pupil passports and behaviour management strategies.

Exam Support

- Provide assistance during examinations, including reading and scribing as directed by the Exams Officer and Invigilator.
- Ensure students have the necessary support to complete assessments effectively.

Administrative Tasks

- Perform clerical duties such as photocopying, filing, and managing records.
- Assist in organising school events, trips, and activities

·Safeguarding and Child Protection

- Promote and safeguard the welfare of children and young people.
- Adhere to the school's safeguarding, child protection, behaviour, and staff conduct policies at all times.
- Report any concerns regarding a child's welfare in accordance with school procedures.
- Maintain appropriate professional boundaries with pupils and families.

Qualifications and Skills | Essential

- Good standard of education including GCSE English and Mathematics (or equivalent).
- Excellent communication and interpersonal skills.
- Ability to build positive professional relationships with pupils and colleagues.
- Ability to maintain confidentiality and professional boundaries.
- Ability to work as part of a multidisciplinary team.
- Organisational skills and attention to detail.

Qualifications and Skills | Desirable

- ELSA (Emotional Literacy Support Assistant) qualification or willingness to undertake ELSA training.
- Experience working with children or young people.

MHS Reigate



JOB TITLE: Learning Mentor

RESPONSIBLE TO: Head of Department or other designated manager as determined by the Exec Head

- Experience supporting pupils with SEND.
- Relevant qualification in education, mentoring, youth work, childcare or related field.
- Understanding of safeguarding and child protection principles.

Please note: The Learning Mentor role and departmental assignments are subject to periodic review by the Exec Head and may be adjusted to align with the evolving needs of the school.

Safeguarding Statement
Moon Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, satisfactory references and all other safer recruitment requirements.

Job Type: Full-time, Permanent
Salary: Competitive, dependent on experience

Benefits
- On-site parking
- Lunch provided each day (during term time)

START DATE: AS SOON AS POSSIBLE

MHS Reigate

Apply Now



General Requirements

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Moon Hall School exists to provide a quality all round education for pupils aged 7 – 16 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. We may also carry out online searches for shortlisted candidates.


MHS
Reigate