



HOE VALLEY SCHOOL

LEARNING MENTOR

JOB DESCRIPTION AND PERSON SPECIFICATION

SALARY: £35k + TLR actual salary

The School

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve their highest potential."

Hoe Valley School is:

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be 'work-ready' and the traits of excellent global citizens
- Following the National Curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- In a state of the art, new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings, and ultimately by trusting our staff to deliver excellent outcomes

The Role

To support students in overcoming barriers to learning in order to achieve their full academic and personal potential. The Learning Mentor will work closely with students, staff, and families to promote positive behaviour, engagement, and wellbeing.

The Learning Mentor will also assist with the delivery of the Duke of Edinburgh's Award programme and the enrichment programme, supporting students to complete the expeditions and skills requirements to achieve their awards as well as different hobbies and interests outside the curriculum offer.

Role Information

Contract: Term time, Permanent

Hours: Monday to Friday 8:00am-4:30pm

Start date: 1st September 2026

Responsible to: SENCo and ultimately the Head Teacher

CORE RESPONSIBILITIES

Student Support

- Provide one-to-one and small group mentoring to students identified as needing additional support.
- Help students develop confidence, resilience, and independent learning skills.
- Support students in setting and achieving personal, behavioural, and academic targets. Monitor student progress and maintain accurate records of interventions.

Pastoral Care

- Build positive, trusting relationships with students.
- Support students experiencing social, emotional, or behavioural difficulties.
- Promote positive attitudes to learning and school attendance.
- Contribute to safeguarding and child protection procedures in line with school policy.

Behaviour and Engagement

- Support the implementation of the school's behaviour policy.
- Work with staff to manage and improve student behaviour.
- Help students reflect on their choices and develop strategies for improvement.

Collaboration

- Liaise with teachers, pastoral staff, SENCO, and external agencies where appropriate.
- Communicate effectively with parents/carers regarding student progress and wellbeing.
- Attend relevant meetings, including review and pastoral support meetings.

Attendance Support

- Monitor and support improvements in student attendance and punctuality.
- Work with families to address barriers to regular school attendance.

Duke of Edinburgh's Award and Enrichment Programme

- Assist the DofE Lead in ensuring the delivery of high quality programmes and identify opportunities for increased participation
- Set up DofE groups ensuring access to the DofE programme for all participants who wish to take part
- Attend student expedition training days and expeditions
- Assist in the arrangement of suitable opportunities to celebrate young people's DofE achievements and issue badges and certificates on completion of Awards
- Liaise with Trips & Events Co-ordinator to purchase welcome packs and assign participation places
- Liaise with Trips & Events Co-ordinator to actively manage DofE groups and support the delivery of DofE
- Assist DofE Lead in ensuring DofE groups are adhering to correct policies and procedures and comply with DofE licence
- Undertake training courses including e-induction and Introduction to DofE
- Be a champion for the DofE and actively promote the DofE within the school community.
- Management and evaluation of the school's enrichment programme, ensuring a diverse range of clubs and activities alongside high levels of student participation and engagement.

The above list is not exhaustive and may be subject to amendment in due course in discussion with the relevant employee.

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
Minimum GCSE (Grade C or higher) or equivalent (NVQ level 2) in English and Mathematics		Application form & interview
Experience of working with young people.	Experience of working with young people in a school or educational setting.	Application form & interview
	Experience working with students with SEND or behavioural needs.	Application form & interview
Experience or interest in outdoor activities (sport, hiking, camping)	Experience delivering Duke Of Edinburgh's Award programme in a school.	Application form & interview
Commitment to safeguarding and promoting the welfare of children.	Knowledge of safeguarding, child protection, and pastoral systems in schools.	Application form & interview
ICT literate with proficiency in a range of applications	Experience of using Google suite of applications in a working environment Experience of using SIMS software.	Application form, interview
Skills and Attributes		
<p>Alignment with HVS Values:</p> <p>C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect</p> <p>I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p> <p>C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership : show leadership in thought and action, being open to new ideas and</p>		Application form, interview & reference

overcoming adversity to achieve success; communicating effectively E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning		
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Able to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		