**St Andrew's Preparatory School, Turi**

**Teaching Mentor – General**

**Job Advertisement**

**Establishing St Andrew's, Turi as the leading International School in East Africa**

## Role

St Andrew's, Turi comprises two semi-autonomous Schools: the Preparatory School for pupils between the ages of 3 and 13, and the Senior School for pupils between the ages of 13 and 18. The Prep School is seeking to recruit a Teaching Mentor (Prep) to provide support and assistance in the School's academic and pastoral provision.

## Responsibilities

The Teaching Mentor will perform two key roles:

- They will assist the Houseparents in providing pastoral care within the Boarding House teams and act as model in all areas to pupils within the Boarding House.
- They will also assist in providing the very best academic support, through helping with the teaching and learning opportunities for the classes to which they are assigned.

## Duties

The Key areas of responsibility of a Teaching Mentor will be to:

## Ethos

- Uphold the Christian ethos of the School in both principle and practise

## Boarding & Pastoral

- Promote the welfare of children and to support the School in safeguarding children through relevant policies and procedures
- Maintain good order and discipline among the pupils, safeguarding their health and safety
- Be a Tutor; responsible for the academic and pastoral welfare of a small group of pupils. This will involve communicating with other staff and parents
- Provide support and assistance to Houseparents
- Be part of the Boarding House team, showing leadership in decision making on the activities, initiatives, routines and pastoral arrangements
- Perform pastoral duties in the evening and weekends

## Academic

- Provide support and assistance to teachers
- Assist in developing lesson plans based on the School's curriculum planning and the specific needs of each child
- Collaborate with teachers to monitor the development of each child

- Understand Prep School routines and expectations when it comes to delivering a lesson plan and running a class if the teacher is absent on a particular day
- Work with children in the classroom to promote their learning and development
- Provide cover for lessons when required

**Co-curricular and Sport**

- Coach, or assist the coaching of, a sport and/or teaching of PE
- Assist the Games department with the preparation of tours and major events
- Support Drama productions
- Participate in the provision of the outdoor pursuits program
- Support the music department with group and individual practices
- Support the running of the weekend activities program
- Help with Community Service-based activities
- Where required, to travel to Nairobi to manage the evening and overnight Pastoral care of pupils

**General**

- Support the Christian ethos of the school
- Contribute strongly to the co-curricular life of the School and be a Scout Leader.
- To attend staff, department and Boarding House meetings, as and other meetings, when called upon
- Attend Tuesday morning assembly and Friday Chapel in the chapel at 07.55am
- In addition, be expected to undertake other duties which may arise or as may be delegated from time to time
- Uphold the highest standards of professional conduct
- Take an appropriate part in the School's Professional Development and Performance Appraisal processes

**April 2026**