Job Description

Post title	**Learning Mentor**
Grade	Bexley Band 6.1 – 6.4
Contracted hours	36 hours a week for 39 weeks a year
Responsible to	Assistant Head Teacher

Summary of the overall purpose of the job

- To work under the guidance of the Assistant Head Teacher.
- To address the needs of children who require support to overcome barriers to learning they experience both inside and outside school, in order that they are able to reach their full potential.
- To support class teachers to create a class in which children feel happy and safe, through working with others to ensure that school policies regarding discipline and learning and teaching are adhered to.
- Engage positively with children, parents and staff to embed school values and attitudes and promote high standards of behaviour and achievement

Key responsibilities and objectives of the job

Main Responsibilities:

Support for Pupils

- Participate in the assessment of children, looking for underlying reasons for pupil disengagement and identifying individuals who need extra help to overcome barriers to learning.
- To draw up an action plan with SMART targets under the guidance of the Assistant Head Teacher for individual children who require support.
- Plan individual and group mentoring programmes specifically to meet the needs of the individual children identified.
- Maintain accurate records of work for each identified child and regularly meet with the Assistant Headteacher to feedback using data to monitor their progress.
- To work in a variety of ways to provide supportive learning, participation and social inclusion by motivating and challenging children in order to raise levels of achievement including through 1:1 support and group activities.
- Develop supportive mentoring relationships with children who need extra help to overcome the barriers to learning they experience from inside and outside school.
- To maintain regular support and contact with families/carers of pupils, keeping them informed of the child's needs and progress, and to secure positive family support and involvement.
- To provide support to children who may be at risk of exclusion.

Support for the School

- To work closely with and under the supervision of the Assistant Head Teacher to support individuals and groups of children as directed and help with administrative duties such as the preparation of paperwork for meetings and reviews.
- To have a full knowledge and appreciation of the range of extended services that could be drawn upon to provide extra support for children.
- To be involved with the sharing of relevant information between local agencies and schools.
- To network with other Learning Mentors and share best practice.
- To attend relevant courses and staff training and cascade learning where necessary.
- To manage the day to day operations of the schools learning and behaviour policy as directed by the Assistant Head Teacher.

- To be trained to level three in Child protection and act as part of the safeguarding team.
- Initiate, organise and assist (as appropriate) with all school events/matters relating to the children, e.g. Parent consultation evenings, parents in partnership events, student voice, assembly programmes, student mentoring, school fair, etc.
- Attend meetings relevant to the job purpose.
- To assist in escorting children on educational visits and to participate in extra-curricular activities as required
- To work closely with the Assistant Head Teacher to support class teachers to identify and implement individual plans for identified children who are at risk of underachieving.

Support for Families

- To work as part of the pastoral team, providing a means for smooth and effective communication between the school, families and other agencies where necessary.
- At the start and end of the day, act as the first contact for parents regarding the welfare of children for all matters. Pass on the content of the communication to the appropriate people and respond accordingly ensuring prompt feedback to parents.

General Responsibilities

- To support and promote the school's ethos, aims and core values to promote the welfare, progress and continued development of the school and its children and carry out all duties with regard to the school's policies and codes of conduct.
- **To collaborate in the evaluation of the effectiveness of the school's policies.**
- Meet obligations with respect to the school's system of performance management and commitment to the continued professional learning of all staff.
- To work within the school framework with regard to Health and Safety.
- To promote equal opportunities in the school and to strongly believe that every child can succeed
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.
- Set high expectations of conduct, whilst acting as a good role model for others.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- To undertake any additional duties as may reasonably be required by the Head Teacher.

NB: This job description reflects the core activities of the role and as the school and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Person specification

Criteria	ESSENTIAL	DESIRABLE	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
• Literacy and numeracy qualification at least to NVQ level 2	E		**AP**
• **Experience of leadership working with young people in a pastoral role**		D	**AP**
Knowledge/skills			
• **Ability to find solutions to complex problems**	E		I/AS
• **Ability to manipulate and interpret data**		D	AP/I
• **An understanding of how students learn and the potential barriers to learning**	E		AP/I
• **Ability to relate to teachers, other professionals, parents and students**	E		R
• **Excellent oral and written communication skills**	E		I/AP/P
• **Ability to be positive, resilient, enthusiastic and flexible when working under pressure**	E		I/AP/R
• **Ability to present information to a variety of audiences**		D	P
• Excellent attendance and punctuality	E		R
• Commitment to school improvement and raising achievement for all students	E		AP/R
• **Willing and able to deal with disruptive or disenfranchised pupils**	E		I/AP/R
• **Ability to work as a member of a team and work on own initiative**	E		R
• **Excellent ICT, administration, time management and self-motivation skills**	E		AP/AS/R
• **Willingness to undertake training as required**	E		AP/I
Experience			
• **Experience of working in a school setting**	E		**AP/I**
• **Experience of working with outside agencies such as CAMHS, Social Services, ESWS etc**		D	**AP/I**
• **Experience of developing new strategies**		D	
• **Experience of leading CAFs, attending child protection case conferences etc.**		D	
• **Experience of leading the implementation of a new initiative, from producing action plans to evaluation of impact**		D	**AP/I**
Personal characteristics/other requirements			
• Approachable and Empathic	E		AP/I
• Committed and Resourceful	E		AP/I
• Patient and organised	E		AP/I
• Enthusiastic	E		AP/I