

JOB DESCRIPTION

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| Job Title: | Learning Mentor |
| Disclosure Level: | Disclosure Barring Service – Enhanced Certificate |
| Responsible to: | Headteacher |
| Liaison with: | All staff, Students, Parents/Carers |

Job Purpose:

This level is applicable to experienced Learning Mentors whose working role calls for competence across a varied range of responsibilities

To support teaching staff in the development and education of Early Years pupils

Key Responsibilities

Support for pupils

- Working with school staff to select students for mentoring
- Discussing the aims of mentoring with pupils
- Supporting pupils inside and outside the classroom
- Agreeing and writing actions plans
- Making home visits to talk to parents about issues and to offer advice about strategies to deal with problems.
- Liaising with schools, teachers, social workers and educational psychologists and making referrals where appropriate
- Aiding pupils with the transition to secondary education
- Helping pupils to increase their confidence and self-esteem by listening to them and devising appropriate strategies.

Support for the teacher(s)

- Observe and report on pupil performance and contribute to the management of pupils' records
- Contribute to the planning, delivery and evaluation of learning activities
- Assist in preparation and maintaining the learning environment
- Contribute to the management of pupil behaviour
- Support the maintenance of pupils' safety and security

Support for the school

- To take full and active part in the life of the school including participation in Teacher days and Staff meetings when held in contractual time
- Support the development and effectiveness of teamwork within the school environment

- Develop and maintain working relationships with other professionals
- Foster close links between home and school, with particular reference to positive, caring parent/staff relationships
- Such other duties as may be commensurate with grade and nature of the post in order to ensure the smooth running of the school

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.



An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification – Learning Mentor

Method of Assessment

AF – Application Form

I – Interview

| Specification | Criteria | Method of assessment |
|---------------------------------------|---|----------------------|
| Education & qualifications | <ul style="list-style-type: none"> • A commitment to continuing professional development • Level 3 Mentoring Qualification or equivalent experience | AF/I/ Certificate |
| Knowledge and Understanding | <ul style="list-style-type: none"> • Ability to encourage constructively with, and relate to, a wide range of young people, parents/carers, from different backgrounds • Work constructively as part of a team, understanding roles and responsibilities • Understanding of national/foundation stage curriculum | AF/I |
| Skills | <ul style="list-style-type: none"> • A good standard of education particularly in English and Mathematics • Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment • Competent in the use of IT to support record keeping and tasks related to the role, and to support pupil learning • Ability to relate well to adults and children • Planning and prioritising own workload and managing conflicting demands • Ability to work effectively and supportively as a member of the school team • Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities | AF/I |
| Attributes | <ul style="list-style-type: none"> • Excellent record of attendance • Ability to work well in a team • Ability to think originally and creatively • Positive attitude • Energy and enthusiasm • Excellent rapport with students • Commitment to the academy and the students we serve • A belief that students come first • Ability to work confidentially and with discretion • Excellent communication and interpersonal skills • Ability to be a good role model to young people | AF/I |