

# The Pathway Academy Trust



<b>School(s)</b>	<b>Meopham Community Academy</b>
<b>Name:</b>	
<b>Job Title:</b>	<b>Learning Mentor</b>
<b>Grade:</b>	<b>KR6</b>
<b>Responsible to:</b>	<b>AHT for Inclusion</b>

## **Purpose of the Job:**

To mentor pupils on an individual or group basis and support them in addressing barriers to learning, raise aspirations and achieve their full potential.

## **Key duties and responsibilities:**

- Liaise with teaching staff, EWOs and other agencies to identify students in need and support in the assessment of appropriate support strategies.
- Devise, plan, implement and action plan in conjunction with teaching staff. Contribute to the monitoring and evaluation of the effectiveness of support strategies.
- Develop a mentoring relationship with targeted students either on a 1:1 or group basis to implement agreed action plans and motivate / raise their aspirations.
- To facilitate group activities to address particular areas of need e.g. social skills, behaviour / conflict management, study skills.
- Maintain regular contact with families / carers of students in need of extra support to secure positive family support and involvement in the child's learning.
- Facilitate parent support groups or workshops as appropriate to the needs of the children within the school.
- To signpost students to other activities, opportunities and organisations available to them to support them in achieving their full potential.
- Encourage pupils to participate in out of school learning activities to enable them to develop social skills and improve their standards of behaviour.
- To provide students with support to develop their study and organisational skills.
- To support students in the transition between phases, the integration of new students to the school and the reintegration of students excluded from the school.
- To liaise with other individuals / agencies to access opportunities for students to develop their full potential – e.g. careers advisors, voluntary mentors, business and community links.
- To support senior staff in meeting the pastoral needs of students.
- To maintain accurate records and share information with colleagues as appropriate and refer on as required.

## **GENERAL**

- Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Support the safeguarding and welfare of children and young people within the school.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.

- To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

It can be amended, in consultation with the Head Teacher, to reflect the changing needs of the school and should be reviewed annually.

Job Holder..... Date .....

Head Teacher..... Date.....

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## Person Specification: Learning Mentor

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Knowledge and skills equivalent to a relevant national qualification at Level 3.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Previous experience of working with students and families in the public, private or voluntary sector.</li><li>• Experience of advising / guiding others.</li><li>• Experience of facilitating group work.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Knowledge of coaching / mentoring strategies.</li><li>• Ability to build rapport, engage and motivate others.</li><li>• Good interpersonal and excellent communication, listening and observation skills.</li><li>• Ability to deal with difficult / sensitive situations.</li><li>• Ability to manage confidential information.</li><li>• Organisational abilities and accurate record keeping skills.</li><li>• Ability to work without immediate supervisions within the boundaries of the role.</li><li>• The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances / situations.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Sound knowledge and understanding of child growth and development.</li><li>• Knowledge of barriers to learning.</li><li>• Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting.</li><li>• Basic knowledge of pediatric first aid an advantage.</li></ul>