

JOB DESCRIPTION

LEARNING MENTOR IN THE ALTERNATIVE PROVISION

Job Title: Learning Mentor In The Alternative Provision

School Phase: Secondary

Reporting to: Centre Manager of the Alternative Provision

Role Purpose:

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- To enable access to learning for all pupils in the Alternative Provision through providing support and guidance, enabling pupils to achieve their full potential;
- To promote, develop and maintain effective and supportive mentoring relationships with pupils within the Alternative Provision in support of other school teaching and learning professionals and external agencies;
- To promote a community of learners with purpose and passion while modelling the Turner Schools "Walk The Turner Talk" values in all aspects of the role.

Responsibilities:

- To work with individuals or small groups of pupils under the direction of teaching staff in the classroom and deliver small group interventions outside of the classroom.
- To take into account the pupils' needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and material and use of data;
- To monitor pupils' behaviour, attendance and wellbeing and to raise any concerns with the centre manager of the Alternative Provision
- To be the first point of contact for home and Trust schools, logging all phone or email correspondence on the school's management information system, booking meetings as required with parents and external agencies;
- To support staff in maintaining and monitoring student attendance, ensuring that any non-attendance is followed-up in line with Alternative Provision procedures, updating attendance spreadsheets at the end of each week;
- To create and maintain e-folders for pupils entering the provision
- To implement behaviour management policies in accordance with guidance provided by the teacher, updating the behaviour log each day;
- To prepare information as required by Trust Lead for Alternative Provision and centre manager and complete administrative tasks if required.
- To attend and contribute to all relevant meetings as per the Alternative Provision meetings schedule.
- To supervise pupils during break and lunchtimes and detentions as required
- To carry out, as requested, from time to time, any other relevant duties as may be reasonably required by the Trust Lead for Alternative Provision, centre manager or the Principal.

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To share the Trust's and the school's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school;
- To ensure that all duties and services provided are in accordance with all Turner Schools policies and the school's procedures in line with staff code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance management process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Principal/Senior Leadership Team not listed above;
- To be a key part of the life of the school community, to support both the values, vision and ethos of school and the Trust, and encourage pupils to follow this example.

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- Ability to contribute towards school and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils and parents and external agencies;
- To be an ambassador for school in dealing with external persons, and to be an admired and respected member of the team by internal colleagues and pupils;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours.

Qualification Criteria:

- A strong academic track record



All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.

Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....