**Learning Mentor**

**£24,387 FTE + SEN Allowance £2,679 – 41 weeks out of 52**

The Sallygate School is an Independent Special School catering to the unique needs of pupils with SEMH. Located in the heart of the Alkham Valley, near Dover, the Sallygate School is part of Channels & Choices Therapeutic Community which comprises of several therapeutic residential children’s homes, an independent therapeutic fostering agency and a multi-disciplinary therapy service, including SaLT & OT service.

**Job Summary**

The Learning Mentor role is extremely important, they are an integral part of the school community and therefore the role is not to be taken lightly. This isn’t just a job; it is a vocation.

A learning mentor needs to be flexible, willing and able to undergo any task positively. Plans can change very quickly and so the need for extreme flexibility is vital.

A positive working relationship with the class teacher and other staff members is vital for effective working relationship.

**Duties and Responsibilities**

* Supporting students emotionally, physically and educationally.
  + - Support the pupils in understanding and implementing the classroom expectations.
    - Support pupils to understand instructions.
    - Support independent learning and inclusion of all pupils as well as an ability to differentiate a lesson.
      * Supporting the needs of the students in the classroom, identified by the LM and or directed by the class teacher.
      * Supporting the needs of the students whilst at Forest School, PE and other extra-curricular activities.
      * Supporting students with off-site activities, being willing to undertake cycling, swimming etc, where necessary.
      * Working with the teacher in lesson planning, feedback & assessment to improve the learning progress and outcomes of pupils.
* Support the teacher in behaviour management and keeping pupils on task.
* Prepare and clear up the learning environment, keeping it to a high standard always. This could include photocopying, making sure work is put in the students’ books, displays are up to date and tidy as well as making sure the classroom is a safe environment.
* The running of interventions or small group sessions, including, but not exclusive to, Thrive, Reading and Social skills workshops.
* Supporting students in developing friendships.
* Lunch Cover for other classes when the need arises.
* Administration of school process forms.
* Working with the class teacher to plan enrichment activities.
* Always being aware of what’s going on around the school and being willing to go and support when and where needed.
* Making sure you are familiar with the schools’ policies and procedures as well as the staff handbook.
* Monitor and record progress and achievement for behaviour, engagement, wellbeing and learning.
* Undertake additional or other duties as directed by and deemed appropriate by the leadership team.
* Follow and adhere to all Policies and Procedures at all times.
* Undertake ongoing appropriate CPD and in service training as required.
* Provide information towards children in care, personal education and EHCP plans.
* Deliver ‘extra curricular’ activities (out of school hours and in school holidays as directed by SLT) in line with the identified needs of the pupils.

**Skills and Experience**

* Confident and efficient in the use of Arbor to record behaviours as well as CPOMS.
* Being a good role model for students and staff alike.
* Having a sense of humour is an essential part of our role, whilst remaining professional.
* Display high professional standards regarding relationships with other staff, pupils, parents/carers, communication, work ethic and standard of dress.
* A team player.
* Confidence to speak up if you see something amiss.
* The needs of the students are your priority.
* An ability to read a situation quickly and act accordingly.
* A firm, but gentle, caring manner is vital.

**Person Specification:**

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

All applicants should describe in their application how they meet these criteria.

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| **Qualifications** | 1 – GCSE English grade C or above  Good numeracy skills – at least to Level 2  2 – HLTA Qualification or equivalent and relevant Level 3 qualification in an education setting  3 – Good ICT skills |
| **Experience** | 1 - Experience of effective working with young people with complex needs  2- Experience of implementing strategies and work to promote equality of opportunity and fair treatment  3 - Experience of effective working in challenging environments |
| **Skills and Abilities** | 1 - Ability to be resilient, flexible and adaptable to respond to the varying requirements of the role and change plans at a moment’s notice  2 - Ability to exercise initiative and work independently and as part of a team  3 - Have a high level of communication and interpersonal skills and have the ability to communicate with disaffected young people and their families  4 - Ability to collaborate with others and build effective relationships  5 - Ability to be self-motivated and motivate others  6 - Ability to remain enthusiastic, calm and consistent in stressful and difficult situations, to handle difficult situations with sensitivity and confidentiality and to be non-confrontational |
| **Knowledge** | 1 - Sound knowledge of Special Educational Needs, social, emotional and learning development and associated factors that can impact on a young person’s wellbeing  2 - Sound knowledge of the different ways in which children and young people can be harmed and knowledge of relevant requirements and legislation concerning Child Protection and safeguarding  3 - Sound knowledge of how to record and present information in an easily understandable way and understand and be clear of the differences between facts and opinion in observations |
| **Behaviours** | 1 - Ability to behave and communicate in a professional manner at all times  2 - Ability to thrive under pressure  3 - Ability to adapt to and manage change at short notice  4 - Ability to manage stress in a healthy way  5 - Ability to model good practice at all times  6 - Ability to be thorough and reliable  7 - Ability to work effectively using own initiative  8 - Ability to work effectively as part of a team  9 - Ability to meet required deadlines |