**Learning Mentor**

**Responsible to: Head teacher**

**£17,005 – £20,121 - Pro rata: 37.5 hours weekly 39 weeks +2 weeks = 41 weeks per year**

**Purpose of the Job:**

Through supportive and encouraging learning relationships and interventions, establish effective mentoring with pupils with complex needs and a history of severe behavioural difficulties to achieve and reach their learning potential.

**Main Duties and Responsibilities:**

Assist the Senior Leadership Team to support the identification of specific difficulties and associated risks that prevent individual pupils from engaging in education and reaching their full potential.

Develop additional and alternative creative interventions and learning activities that support progression and achievement, build self-esteem and encourage learning and social participation.

Deliver interventions and learning activities on a one to one or small group work basis, in a variety of environments under the direction of the Senior Leadership Teams and the guidance of Lead Teachers.

Support and assist pupils to develop positive behaviours and strategies for managing difficult situations. Implement agreed approaches and behaviour plans in a consistent, fair and unbiased manner.

In conjunction with other key staff, help develop, review and implement the Personal Learning Plan’s for each student.

Contribute to the positive emotional health and wellbeing of all pupils. Build positive relationships with pupils, parents/carers and external agencies, modelling good practice and undertaking robust and consistent child safeguarding working practices as directed by Policies and Procedures.

Monitor effectiveness and accurately record progress and achievement in areas of behaviour, engagement, wellbeing and learning. Complete any associated paperwork and reports as required, and contribute to all Personal Learning Plans as directed by the Senior Leadership Teams.

Undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Senior Leadership Team.

Demonstrate and model a commitment and contribution to the Equal Opportunities and Multi-Racial policies as well as anti-sexist practice at all times.

Undertake ongoing appropriate CPD and in service training as required by the job role.

Undertake any training to use all relevant technology and ICT packages to support the student’s with their learning and relevant qualifications

Provide information towards Children in Care Reviews and Personal Education Plan Meetings as requested.

Partake in ‘extra curricula’ activities (out of school hours and in school holidays as directed by Senior Leadership Team) in line with the identified needs of the pupils.

Maintain high standards by behaving and communicating in a professional manner at all times.

Follow and adhere to all Policies and Procedures at all times.

**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 -** Level 2 Literacy and Numeracy**2 –** Good ICT skills |
| **Experience** | **1 -** Experience of effective working with young people with complex needs**2 -** Experience of planning and delivering individual and group programmes to support skills for learning, positive behaviour, social and emotional development and healthy life styles**3 -** Experience of implementing strategies and work to promote equality of opportunity and fair treatment **4 -** 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 **7 -** Ability to be resourceful and imaginative to plan, design and deliver activities that encourages and supports the engagement young people with complex needs**8 -** Excellent organisational skills and the ability to complete given tasks within given time frames**9 -** Ability to reflect critically on own work |
| **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  |