

**ENTERPRISE LEARNING ALLIANCE**

**JOB DESCRIPTION**

**Job Title:** Learning Mentor

**Grade:** KR5 **£19,335 - £20,483** pro-rata

**Location:** Thanet and Dover

**Contract Type: Full time -** 37 hours per week – Term Time Only

**Job description**

Learning mentors provide a complementary service to schools in the Thanet & Dover area teachers and other staff, addressing the needs of learners who require assistance in overcoming barriers to learning in order to achieve their full potential.

They work with a range of learners, but give priority to those who need the most help, especially those experiencing multiple disadvantages. The variety of issues covered is vast, ranging from punctuality, absence, challenging behavior and abuse to working with able and gifted learners who are experiencing difficulties.

They work with children or young adults on a one-to-one basis, in small or large groups,in schools, off site and in ELA centres , with a focus on re-integration underpinning all activities.

Tasks include:

* liaising with staff to identify learners who would benefit from mentoring;
* helping learners who are underperforming in their subjects on a one-to-one basis outside the classroom;
* implementing strategies and supporting learners in self-esteem and confidence-building activities;
* listening to and helping learners resolve a range of issues that are creating barriers to learning;
* drawing up agreed action plans with learners, outlining the aims of the mentoring, and monitoring their progress;
* monitoring attendance and punctuality of learners;
* visiting parents at home to discuss issues and problems, and running group sessions and workshops for parents at school;
* advising parents on behaviour strategies and parenting skills;
* networking with other learning mentors and teachers and relevant external agencies;
* liaising with relevant professionals and individuals, e.g. educational psychologists, the police and other social services;
* organising drop-in 'offload' sessions for learners, where they can talk about a particular issue;
* providing group activities such as anger management classes;
* maintaining accurate records and preparing written reports and evaluations;
* managing your own professional development through undertaking relevant training and sharing best practice with other learning mentors;
* helping with transition activities for learners moving between Key Stages.

# PERSON SPECIFICATION

1. Experience of supporting young people with emotional and behavioural difficulties across the Key Stages including vocational and community settings.
2. Excellent written and verbal communication skills and the ability to work effectively with schools, parents, young people and other agencies.
3. Knowledge of appropriate forms of accreditation and a commitment to curriculum innovation.
4. Knowledge of a range of SEN and associated needs that may affect the emotional welfare and behaviour of young people.
5. Experience of effective team working in educational settings.
6. Proficiency in IT skills, including the use of Microsoft Word, Outlook and Excel.
7. Proficiency in all aspects of Literacy and Numeracy, with a minimum requirement of Level 2 qualifications.
8. The ability to travel between provisions in a timely fashion.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you ,without change to the level of responsibility appropriate to the grading of the post.