



## JOB DESCRIPTION

<b>JOB TITLE</b>	Learning Mentor @ Partnership Sites
<b>SALARY POINT</b>	Kent Scheme Band 3, plus Special Needs Allowance £16,249 pa (£18,425 Full Time Equivalent) + SENA of £1,323 pa
<b>LIASION WITH:</b>	Partnership Development Manager in the first and Post 16 Lead for the precise support needed for individual students
<b>HOURS:</b>	37 hours per week, term-time + 5 INSET days + 5 additional days. Details of working week to be agreed with the Partnership Development Manager
<b>LOCATION:</b>	Grange Park School @ Mid Kent College, Mid Kent College, Medway Campus, Medway Road, Gillingham, Kent, ME7 1FN OR Grange Park School @ Mid Kent College, Mid Kent College, Maidstone Campus, Tonbridge Road, Maidstone, Kent, ME16 8AQ
<b>DATE:</b>	September 2021

### RESPONSIBLE FOR:

Assist the educational and social development of students under the direction and guidance of the Senior Leadership Team, Partnership Development Manager at Mid Kent and Hadlow Colleges and college tutors.

### JOB PURPOSE:

To provide support and guidance to students (and staff working with them) by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential

## **SIX KEY AREAS OF RESPONSIBILITIES:**

### **1. Developing Student Skills and Knowledge**

- Assist the educational and social development of students under the direction and guidance of the Senior Leadership Team, Partnership Development Manager at Mid Kent and Hadlow Colleges and college tutors
- Assist in the implementation of Individual Education Programmes for students and help monitor their progress.
- Provide support for individual students inside and outside the classroom/college to enable them to fully participate in activities.
- Work with other professionals including outside agencies.
- Assist Partnership Development Manager with maintaining students' records.
- Support students with their Autism Spectrum Condition and help develop their social skills

### **2. Maintaining an ASD Learning Environment**

- To establish the learning environment for each student based on knowledge of student needs (resources management).
- To contribute to producing learning materials for students in order to meet their needs for examinations, revision or general progress.

### **3. Professional Collaboration and Liaison (Colleagues and Parents)**

- To liaise with parents/carers where appropriate.
- To attend meetings, training and development activities, as required by the Senior Leadership Team, with overtime available if necessary.
- To attend Annual Reviews where appropriate.
- To take part in relevant training/CPD to help build a greater understanding of supporting students to improve their learning.
- Maintain high levels of professional conduct at all times
- Undertake any reasonable requests as negotiated with the line manager.
- Support the ethos and aims of Grange Park School.

### **4. Maintaining Student Well-being**

- Promote positive behaviour patterns, raise self-esteem and improve independent working in students to assist their education and growth.
- To assist in the physical well-being of the students, where appropriate.
- To assist in the implementation of individual programmes and strategies from the Therapy Team.

## 5. Administrative Duties

- Complete Students Learning Zone sheets.
- Complete Organisational Targets.
- Complete Travel Training and Active Learning Evaluation Sheets.
- Support Partnership Development Manager in photocopying and other tasks in order to support the student / teaching in line with Workforce Reform Guidance (September 2003).
- Undertake other duties from time to time, as the head teacher requires.

## 6. Statutory Responsibilities

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation
- The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment
- At all times operating within the schools Equality policies
- Commitment and contribution to improving standards for students as appropriate
- Contributing to the maintenance of a caring and stimulating environment for young people.
- Set a good example in terms of dress, punctuality, attendance and behaviour
- Undertake professional duties that may be reasonably assigned by the Headteacher

## Organisation



Agreed By:		Date:	
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Job Holder

Approved By:		Date:	
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Line Manager

# Person Specification – Learning Mentor

	<u>Essential</u>	<u>Desirable</u>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working successfully with young people in an educational setting.</li> <li>• Experience of supporting the learning and achievements of young people and able to support individuals and groups.</li> <li>• Proven record of improving the outcomes for young people.</li> <li>• Skills and experience of working with vulnerable young people.</li> <li>• ICT skills, including use of internet, emails and Microsoft word.</li> <li>• Experience of working with teachers and school staff to plan and manage learning opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with pupils/students with ASC and associated Learning Disabilities.</li> <li>• Specific knowledge of ASC and/or ADHD</li> <li>• Knowledge of SIMS.net</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE grade C level or equivalent in both English and mathematics</li> <li>• Level 3 Qualification as a Teaching Assistant or equivalent level of education</li> </ul>	
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of working with young people.</li> <li>• Able to produce learning resources and materials to support progress and achievement.</li> <li>• Knowledge of education and how best to support, motivate and engage young people in learning.</li> <li>• Knowledge and understanding of child protection and safeguarding practices and protocols</li> <li>• Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the school curriculum</li> </ul>

<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Ability to engage constructively with, and relate to, a wide range of young people and children from different backgrounds.</li><li>• Ability to establish relationships with internal and external stakeholders.</li><li>• Ability to undertaking comprehensive assessments of students to determine those in need of particular support.</li><li>• A positive attitude with energy and commitment.</li><li>• Desire to further develop the school's ethos.</li><li>• Ability to form and maintain appropriate professional relationships and boundaries with children and young people.</li><li>• Ability to motivate and enthuse students.</li><li>• A commitment to high academic standards.</li><li>• Ability to manage student behaviour</li><li>• Ability to work effectively as a member of a team and display excellent interpersonal skills.</li><li>• Ability to work effectively with and command the confidence of teaching staff.</li><li>• First class communication skills on all levels.</li><li>• Highly organised, motivated and enthusiastic.</li><li>• High professional and personal standards</li><li>• A commitment to working to strict deadlines</li><li>• Willingness to play a part in the wider life of the school</li><li>• Confidence, liveliness, tenacity, flexibility, adaptability and resilience.</li></ul>	
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<b>Other factors</b>	<ul style="list-style-type: none"> <li>• Must satisfy relevant employment checks</li> </ul>	
<b>Requirements from confidential references</b>	<p>Written reference(s) only</p> <ul style="list-style-type: none"> <li>• Confirmation of professional and personal knowledge, skills and abilities.</li> <li>• Positive recommendation from current employer.</li> <li>• Good health and attendance record.</li> </ul>	

Grange Park School requires the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.