

Job Description: Learning Mentor

Grade: KR6

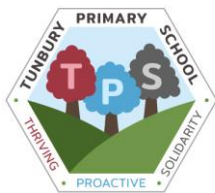
Responsible to: Deputy Headteacher/Pupil Premium Lead

Purpose of the Job:

To mentor identified caseload children on an individual or group basis and support them in addressing barriers to learning, raise aspirations and achieve their full potential.

Key duties and responsibilities:

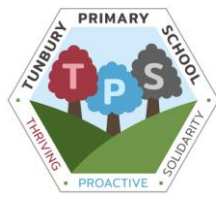
1. Liaise with teaching staff and other agencies to identify children in need and support in the assessment of appropriate support strategies.
2. Devise, plan, and implement support plans in conjunction with teaching staff. Contribute to the monitoring and evaluation of the effectiveness of support strategies
3. Develop a mentoring relationship with targeted caseload children either on a 1:1 or group basis to implement agreed action plans and motivate / raise their aspirations
4. To facilitate group activities to address particular areas of need eg social skills, behaviour / conflict management, study skills including running a lunchtime provision
5. Maintain regular contact with parents/carers of caseload children in need of extra support to secure positive family support and involvement in the child's learning
6. Monitor attendance of caseload children and address any concerns
7. To signpost caseload children and their parents/carers to other activities, opportunities and organisations available to them to support them in achieving their full potential
8. Encourage caseload children to participate in out of school learning activities to enable them to develop social skills and improve their standards of behaviour
9. To provide children with support to develop their study and organisational skills
10. To support children in the transition between phases, the integration of new children to the school and the reintegration of children excluded from the school
11. To liaise with other individuals / agencies to access opportunities for children to develop their full potential – eg careers advisors, business and community links
12. To support senior staff in meeting the pastoral needs of children
13. To support senior staff with emergency behaviour situations.
14. To maintain accurate records and share information with colleagues as appropriate and refer on as required



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15. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



Person Specification: Learning Mentor

	CRITERIA
QUALIFICATIONS	Knowledge and skills equivalent to national qualifications level 3
EXPERIENCE	<p>Previous experience of working with children and families in the public, private or voluntary sector</p> <p>Experience of advising / guiding others</p> <p>Experience of facilitating group work</p>
SKILLS AND ABILITIES	<p>Knowledge of coaching / mentoring strategies</p> <p>Ability to build rapport, engage and motivate others</p> <p>Good interpersonal and excellent communication, listening and observation skills</p> <p>Ability to deal with difficult/sensitive situations in a calm and measured way</p> <p>Ability to manage confidential information</p> <p>Organisational abilities and accurate record keeping skills</p> <p>Ability to work without immediate supervision within the boundaries of the role</p>
KNOWLEDGE	<p>Sound knowledge and understanding of child growth and development</p> <p>Knowledge of barriers to learning</p> <p>Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting</p>
PERSONAL QUALITIES	<p>Caring and empathetic, but also firm and fair with clear expectations for our children</p> <p>Able to work well as part of a team</p> <p>Able to uphold and model our three school values: thriving, proactive and solidarity.</p>