

## JOB DESCRIPTION

**POST TITLE:**

Learning Mentor

**GRADE:**

Grade 7

**RESPONSIBLE TO:**

SEN Co-ordinator

**WORKING HOURS:**

37 hours per week / 39 weeks per year

**POST OBJECTIVE:**

The post will provide a complementary service to existing teachers and pastoral staff in the college, addressing the needs of children who need help to overcome barriers to learning both inside and outside the college. In order to achieve their full potential and to enable the college to raise standards of achievement, improve attendance and raise standards of behaviour.

**DUTIES AND RESPONSIBILITIES:**

- To develop a one-to-one mentoring relationship with pupils identified as needing support and to devise, implement and evaluate individual pupil action plans.
- To liaise with college staff, Education Welfare Officers, Behaviour Support Service staff and other agencies to identify pupils at risk of disaffection.
- To keep accurate and detailed records of mentoring sessions so that appropriate supervision and guidance can be provided.

#### **DUTIES AND RESPONSIBILITIES:**

- To work with the pastoral and SEND team to develop social and emotional behaviours (SEBS) initiatives within college.
- To meet 1:1 with students in mentoring sessions
- To support the delivery of extra curricular well being activities such as Oz Box
- To deliver small group mentoring on themes such as 'healthy living' and 'personal hygiene' in an empowering way
  
- To have knowledge and appreciation of the range of activities, courses, opportunities, organisations and individual that could be drawn upon to provide extra support for pupils.
  
- In conjunction with college staff and external agencies as appropriate, to participate in the comprehensive assessment of pupils to identify those in need of extra help to overcome barriers to learning.
  
- To network with other learning mentors and share best practice.
  
- To carry out any other duties within the overall function, commensurate with the grading and level of responsibility of the post.

#### **METHODS OF WORKING:**

1. The postholder will be expected to take an active part in appraising their own work against agreed priorities and targets in accordance with the school's management supervision guidelines.
2. The postholder will be expected to maintain confidentiality and observe data protection guidelines.
3. The postholder will be expected to undertake any necessary training associated with the duties of the post.
4. The postholder will understand and comply with the school's Equal Opportunities Policy, and Health and Safety Policy and will attend any staff training programmes as required.
5. The postholder will be required to observe safe working practices in carrying out the required duties and to adhere to instructions specified by technical consultants and manufacturers.

## PERSON SPECIFICATION

### POST TITLE:

Learning Mentor

### QUALIFICATIONS AND TRAINING:

A good level of general education:

- GCSE Grades A-C (E)
- GCSE English and Maths grade C and above – or equivalent (E)
- A Level/Degree/Further Education (D)

### KNOWLEDGE AND EXPERIENCE:

- A proven track record of work relevant with young people in one of a range of agencies including education, youth work, health and social service (E)
- An understanding of issues related to disadvantaged sections of the community (E)
- The ability to set targets for development as part of the learning action planning process and to devise, implement and evaluate individual student action plans (E)
- ICT literate (E)
- Competency in terms of qualification or life skills equivalent to at least NVQ level 2 (D)
- An understanding of the strategies needed to help and support students with behavioural, emotional and social development needs (E)
- A knowledge and understanding of safeguarding (D)

### ABILITIES AND APTITUDES:

- Ability to engage constructively with, and relate to, a wide range of young people and their families/carers. Who may be disaffected with school or disengaged from the learning process (E)
- Ability to work effectively with teaching staff, senior managers and within the school and external agencies (E)
- Ability to work effectively and network with a wide range of support services in order to build up detailed knowledge of the specialist support services available (E)
- A commitment to improving the lives and learning opportunities of young people (E)

**ABILITIES AND APTITUDES:**

- Ability to work independently (with appropriate supervision) and as part of a team (E)
- Good communication skills both written and spoken (E)
- A willingness to participate in in-service training and professional development (E)
- Ability to work collaboratively with others to design and implement a positive, collegiate approach to the management of pupil disaffection and challenging behaviour (E)