

# Learning Mentor

## Job Description

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### Position profile

School	Birchen Coppice Academy
Post title:	Learning Mentor
Responsible to:	Head Teacher / SENCO
Working Hours:	37 hours per week 8.00-4.10 Mon-Fri, term time only
Remuneration:	<b>point 5-6 - £19,312-£ (pro rata)</b>
Commencement date:	As soon as possible

### Job Summary

- To work with students in and outside the classroom, on a group and one to one basis to provide learning and activities, guidance and mentoring support. To promote parental and community involvement and engage with families and other professional services.

### Duties and responsibilities

#### Support to Pupils

- Work with the school to contribute to the identification of pupils to be mentored.
- Work with school staff and the individual pupils to be mentored, to agree targets and an action plan to improve the rate of progress being made in the pupils' learning.
- Develop mentoring relationships with pupils to support them to overcome the barriers to learning.
- Act as an advocate for young people with the school, Parents/Carers and other agencies.
- Become familiar with and implement staff codes of conduct and relevant school policies including those for child protection, equal opportunities, inclusion and behaviour.
- Support development and delivery of activities that enhance the learning of the identified pupils by working with them in small groups or individually both within and outside of formally timetabled classes. This could take place by in class and small group before school, lunchtime or after school activities.
- Contribute to the planning and delivery of family support programmes.

- As appropriate, develop contact with the families or carers of the identified pupils to support the pupils' action plans and the achievement of their targets. This may require home visits in collaboration with other agencies.
- Where necessary, liaise with representatives of other agencies such as Education Welfare Service, Social Services, Early Help teams and Behaviour Support teams, as required.
- Maintain required records including pupil action plans and session notes.
- Provide appropriate information to assist the school in liaising with other schools and outside agencies.
- Undertake training, networking and professional development as required by the school.
- To collaborate closely with lead mentor and other members of the pastoral team to share best practice.
- To participate in the operation of the Trust Appraisal Scheme.
- It is your responsibility to carry out your duties in line with Victoria Academies Trust policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the school in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust and School policy, organisation and arrangements for Health and Safety at Work.

#### Note

1. This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Head Teacher/ Senco with the postholder.

## PERSONNEL SPECIFICATION

<b>Job Title</b>	Learning Mentor
<b>Band/Job Group</b>	Scale Point 5-6
<b>Hours/Weeks</b>	35 hrs per week 8.30am-4.15pm Mon-Fri Term Time only
<b>School</b>	Devonshire Infant Academy
<b>Responsible to</b>	Head of School/SENCO

Sickness Absence and Disability	<p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Experience	<p>Experience of working with Primary children in a pastoral capacity</p> <p>Knowledge and Experience of Primary and EYFS Curriculum</p> <p>Knowledge and understanding of the needs of vulnerable children and barriers to learning</p> <p>Experience of working with families</p> <p>Knowledge and understanding of Equal Opportunities</p> <p>Knowledge of Health and Safety issues</p>
Skills	<p>Good numeracy/literacy skills</p> <p>Competent in the use of IT to support record keeping and tasks related to the role, and to support pupil learning</p> <p>Ability to relate well to adults and children</p> <p>Planning and prioritising own workload and managing conflicting demands</p>
Training	<p>Willing to attend relevant training</p>

<p>Circumstances</p>	<p>Ability to work when the school is open (Term Time working)</p> <p>Willingness to work flexibly to meet the requirements of the post</p>
<p>Disposition</p>	<p>Ability to motivate individuals to perform effectively</p> <p>Commitment to working in partnership with parents</p> <p>Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.</p>
<p>Legal Requirements</p>	<p>Enhanced DBS Clearance</p>