

**Vacancy Reference No:**

Job Title:	Learning Mentor	Job Number:	A6083
Directorate:	Children, Learning and Young People	Post Number:	1038656
Service:	Services for Schools	Grade:	4
Location:	Willenhall Community Primary School		

Job Purpose:

- To provide a complementary service to that provided by teachers and pastoral staff in order to address the needs of pupils who need help and support to overcome barriers to learning both inside and outside school in order to achieve to their full potential.
- To contribute to raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.

Main Duties and Responsibilities:

- Develop positive one to one mentoring relationships with pupils identified as needing support.
- Devise, implement and evaluate individual pupil action plans for pupils identified as needing support, working with teachers in the school as appropriate.
- Work with Class Teachers, Pastoral staff, SEND Leader, Senior Leadership Team and other agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support.
- Co-ordinate individual support for identified students with appropriate staff, which may include the Pastoral Manager, SEND Leader, Class Teachers and the School Leadership Team.
- Establish and maintain contact with the families/carers of pupils receiving support in order to keep them informed about pupils, needs and progress and to secure positive family/carer involvement and support.
- Establish good relations and work closely with other agencies who may also be involved in supporting a targeted pupil, so that the needs of the pupil concerned are met in a focused and integrated way.
- Develop as full a knowledge as possible of the range of agencies and activities which can be drawn upon to support vulnerable pupils.
- Promote speedy and effective transfer of pupil information at points of transition and to support pupils during transition.
- Encourage positive attitudes to pupils receiving support and a shared understanding of their needs within the school.

- Network with Learning Mentors in other schools to ensure identification and dissemination of best practice.
- To achieve high levels of attendance through the promotion of a positive attendance and punctuality culture within school.
- Working collaboratively with the school Admin team and pastoral manager ensure all unexplained absences are accounted for following the school's Attendance Policy and procedures.
- Alongside the Pastoral Manager monitor attendance and identify pupils who need to receive support to improve their attendance record and to work with the individual or groups of pupils to this end.
- To undertake home and school visits as designated by the school, following the school's home visit guidance.
- To organise and supervise lunchtime clubs provided by the Pastoral Team.
- To promote and safeguard the welfare of the pupils in accordance with the school Safeguarding and Child Protection policy supporting the Attendance & Safeguarding Officer and Pastoral Manager with low level concerns as required.
- To ensure accurate and timely records are maintained on CPOMS and other staff and/or external agencies are alerted as necessary.
- To monitor reported concerns to ensure they are being progressed and identify further actions required.
- To support and signpost families to get all the benefits and help, they are entitled to such as free school meals, clothing and help with transport to school by working with Family Hub and other outside agencies.
- To maintain confidentiality.
- To follow and uphold school policies and procedures.
- To keep up to date with regards to current issues and research regarding family support and initiatives.
- To undertake appropriate professional development including adhering to the principle of performance management.
- Any other duties and responsibilities within the range of the salary grade.

NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To promote and safeguard the safety and welfare of children and young people
- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the

interests of health, safety and welfare

- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Willenhall Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

Responsible to: Pastoral & Safeguarding Manager

Date Reviewed: January 2024

Updated:



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	Job Requirements
Qualifications & Knowledge	<ul style="list-style-type: none"> • A good standard of education particularly in English and Mathematics, at least equivalent to GCSE Grade 'C' or above • A good understanding of the challenges facing pupils from a disadvantaged community • A good understanding of mentoring relationships with disadvantaged pupils • A good understanding of the range of agencies and activities that provide support to vulnerable pupils • To have knowledge and understanding of safeguarding in relation to the education sector • To hold a qualification of NVQ Level 3 or higher (or equivalent)
Experience:	<ul style="list-style-type: none"> • Proven track record of working with vulnerable young people/children • Experience of using school MIS systems • Experience of working effectively with a variety of agencies to support families • Experience of partnership working and have the skills and ability to build and maintain positive relationships with partners and stakeholders • Experience of Thrive, Team Teach and knowledge about attachment theories (desirable not essential as training will be provided)
Skills & Abilities	<ul style="list-style-type: none"> • Strong team working capabilities and ability to liaise and co-ordinate effectively with peers to achieve objectives • Ability to use language and other communication skills that pupils can understand and relate to • Ability to establish positive relationships with pupils, parents and colleagues and empathise with their needs • Ability to work with and apply all school policies, e.g. behaviour management, child protection, health & safety, data protection, etc. • Must possess good communication skills and be able to communicate in a clear and confident manner both orally and in writing • Be proactive in the support and development of pupils

	<p>Job Requirements</p> <ul style="list-style-type: none"> • Good IT skills • Ability to prioritise own workload and meet deadlines/targets as necessary • Hold a full clean driving licence as home visits and attendance to meeting is required for this role (desirable but not essential) • To devise and implement action plans for individual pupils • Able to work independently on own initiative whilst also being part of a team
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • A commitment to improving the lives and learning opportunities of young people • An approachable, energetic and enthusiastic person who young people will respond positively to • Self-motivated and hard-working with a good sense of humour • Can keep a good sense of balance and perspective • Evidence and willingness to participate in further training and development opportunities • High levels of integrity and ability to maintain confidentiality on all school matters • Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role • Have good personal organisation
<p>Special Requirements</p>	<ul style="list-style-type: none"> • The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • This post is exempt from the provisions of the Rehabilitation Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.