

**Vacancy Reference No:****Job Title:** Learning Mentor**Job Number:****Directorate:** Children, Learning and Young People**Post Number:** L3022D**Service:** Services for Schools**Grade:** Grade 4**Location:** Templars Primary School

Coventry City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Job Purpose:**

1. To provide a complementary service to that provided by teachers and pastoral staff in Excellence in Cities (EiC) schools 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.
2. To contribute to the work of EiC schools in raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.

**Main Duties and Responsibilities:**

1. Develop positive one to one mentoring relationships with pupils identified as needing support.
2. Devise, implement and evaluate individual pupil action plans for pupils identified as needing support, working with teachers in the school as appropriate.
3. Co-ordinate individual support for identified students with appropriate staff, which may include the Gifted and Talented Co-ordinator, the Tailored Strand Co-ordinator and the SENCO, to ensure complementarity.
4. Work with teachers, pastoral staff, SENCOs, education welfare officers and other agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support.
5. 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.
6. Establish good relations and work closely with other agencies who may also be involved in supporting a targeted pupil, eg. Behaviour Support, Child Guidance, Business Mentors, Voluntary Mentors - so that the needs of the pupil concerned are met in a focused and integrated way.

7. Develop as full a knowledge as possible of the range of agencies and activities which can be drawn upon to support vulnerable pupils.
  8. Promote speedy and effective transfer of pupil information at points of transition and to support pupils during transition, and if relevant, in line with policy and practice agreed by the Tailored Strand in EIC Schools which is concerned with the management of transitions.
  9. Encourage positive attitudes to pupils receiving support and a shared understanding of their needs within the school.
  10. Network with learning mentors in other schools to ensure identification and dissemination of best practice.
  11. Any other duties and responsibilities within the range of the salary grade.
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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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.

**Responsible for:**

**Responsible to:** Head Teacher of the school to which appointed (via the designated Line Manager), and The Strand Co-ordinator for Learning Mentors and Learning Support Units.

**Date Reviewed:** September 2018

**Updated:** September 2018

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## Person Specification

<b>Job Title:</b>	Learning Mentor	<b>Job Number:</b>	
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	L3022D
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 4
<b>Location:</b>			

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• An understanding of the challenges facing young people from a disadvantaged community</li><li>• ICT Literate.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• The ability to identify and set targets for development for individual pupils</li><li>• The ability to devise, implement and monitor individual action plans for pupils</li><li>• Good inter-personal skills</li><li>• Good communicator – both oral and written</li><li>• Willingness to engage constructively with, and relate to, a range of young people who may be disaffected from school or disengaged from the learning process, and with their families/carers</li><li>• Willingness to work effectively with teachers and senior managers in school</li><li>• Willingness to work effectively and network with a wide range of support services</li><li>• A commitment to improving the lives and learning opportunities of young people</li><li>• A willingness to participate in in-service training and professional development</li><li>• An approachable personality to whom young people respond</li><li>• An ability to develop productive and supportive relationships with young people</li><li>• Energy and enthusiasm</li><li>• Self motivated and hard working</li><li>• Able to work independently but also a good team-member</li><li>• A sense of humour;</li><li>• A sense of balance and perspective</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A proven track record of relevant work with young people in one of a range of fields including education, youth work, health and social work</li> <li>• Some experience of counselling.</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 in Child Care and Education or similar qualification.</li> <li>•</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> <li>• This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> </ul>

**Date Reviewed:**

**Updated:** September 2018