

# Information Pack

## Early Help Coordinator / Learning Mentor (Grade 5)

September 2020



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



## Early Help Coordinator/Learning Mentor



Inclusion is led by three Assistant Principals who work closely with the Learning Mentor team which comprises an Assistant Child Protection Officer/Learning Mentor, a Mental Health/Learning Mentor and two other Learning Mentors.

The Academy operates a system of weekly referral meetings to identify students needing support and the learning mentors are an important and successful part of interventions which we are able to offer.

### **The Early Help Coordinator/Learning Mentor Post**

Learning Mentors are led and supervised by the Assistance Principle of Safeguarding and Alternative Education Provision. The person

appointed will join this team. You will be offered an excellent induction programme and strong support from colleagues. There is a purpose built learning mentor base which is welcoming and supportive. It is open to students before and after school as well as at break and lunchtimes. You will work closely with teaching and support staff as well as outside agencies to support students facing barriers to learning. The post also involves coordinating Early Help for the school.



# Why work at Sidney Stringer:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree courses



- Free tea and coffee
- Social committee with subsidised events
- Occupational health and counselling support
- £50 a day for taking trips at weekends/  
Holidays



- Cycle Scheme
- Childcare Voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards

## **JOB DESCRIPTION – Early Help Coordinator/Learning Mentor**

*Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.*

**Grade:** 5

**Hours:** 37 hours per week

8.30am – 4.30pm (Monday – Thursday)

8.30am – 4.00pm (Friday)

Term time plus 20 days

**Responsible to:** Assistant Principle of Safeguarding and Alternative Education Provision

**Responsible for:** Coordinating Early Help for Sidney Stringer Academy and providing individual support to identified pupils who need this to overcome barriers to learning.

### **JOB PURPOSE:**

To coordinate and provide support to children, young people and their families through the delivery of early help services in order to improve outcomes through the integrated Family Hub model.

To work collaboratively with partners and stakeholders building on existing partnerships and developing service delivery arrangements.

Adopt a whole family approach to assessment planning and intervention. Specific job purposes are:

1. To work in partnership including with HUBs and other relevant external agencies in order to empower families to sustain positive behavioural changes.
2. To act as the single point of contact and coordinator in regard to Early Help provision.
3. To provide appropriate assessments and support to children, young people, their families or carers.
4. To undertake and record high quality Early Help Assessment on to the Local Authority Early Help Module system, CPOMS and SIMs.
5. To deliver individual and group work programmes to children, young people and their families.
6. To provide a complementary service to that provided by teachers and pastoral staff in order to address the needs of students needing help and support to overcome barriers to learning both inside and outside school in order to achieve well.

By so doing, to contribute to the work of the Academy in raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.

## **DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

Manage a caseload of families in order to assess suitability for Early Help support or subject to Early Help plan and mentees supported by management oversight provided from a line manager by:

- Building strong relationship with families and external agencies based on professionalism and trust, assess the needs of families taking account of school and Coventry City council policies and procedures and which met children's development needs and encourage learning and educational achievement.
- Delivering direct support and interventions to children and families using agreed methodology and a variety of evidence-based interventions.
- Bringing in additional interventions for families as needed from other services and agencies.
- Regularly monitoring and evaluating the progress of the impact of the interventions in effecting change and improving outcomes.
- Participating and leading meetings as required.
- To plan and deliver a range of individual and group evidence-based programmes to children and their families, in a range of settings.
- Work with other professionals on complex cases, contributing to assessments and undertaking direct work with children and families.
- Participate in the case management, supervision and monitoring of family support plans and mentees, as determined by the Line Manager.
- Maintain up to date and accurate manual and computer records, in line with departmental regulations and the recording policy.
- To develop positive one to one mentoring relationships with pupils identified as needing support.
- To devise, implement and evaluate individual pupil action plans for pupils identified as needing support, working with teachers as appropriate.
- To coordinate individual support for identified students.
- To work with teachers, pastoral staff, 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.

- To 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/career involvement and support.
- To promote speedy and effective transfer of pupil information at points of transition
- To network with learning mentors in other Schools to ensure identification and dissemination of best practice.
- To work as a co-tutor to one of our form tutors.
- Other duties as may from time to time be determined by the Assistant Principal

**AND** such other duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

### **Safeguarding**

Employees are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Policy and procedures and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Policy can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to report a relevant conviction, caution or reprimand may be managed in accordance with the Academy's Disciplinary Procedure.

## **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of The General Data Protection Regulation (GDPR) and Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

## **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

## **Training and Development**

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work as at the date on which the last review took place.*

*This job description may subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with existing jobholders and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

**Job Description Reviewed By: C.Turpin (July 2020)**

## Person Specification

Area	Essential	Desirable to various extents
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ GCSE English and Maths grade C or above</li> <li>▪ Relevant level 3 qualification and substantial experience of working with children, young people or adults in early years, social care, health or school settings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Teaching or youth, health or social work qualification</li> <li>▪ Signs of Safety/Early Help/ Protective Behaviours/Early Help Module Training would be an advantage.</li> </ul>
<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> </ul>	<ul style="list-style-type: none"> <li>▪ Some experience of counselling</li> <li>▪ Use and good understanding of the Early Help Module system</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ An understanding of the challenges facing young people from a disadvantaged community</li> <li>▪ Knowledge and understanding of the Coventry Safeguarding Children's Board thresholds and safeguarding procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ ICT literate</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ The ability to identify and assess the needs of child children, young people &amp; families, planning, coordinating and leading support and intervention</li> <li>▪ The ability to devise, implement and monitor individual action plans for pupils</li> <li>▪ Good inter-personal skills</li> <li>▪ Ability to communicate effectively with children, young people, families and colleagues, verbally and through writing</li> <li>▪ Able to work well as part of a team or self-directed</li> </ul>	
<b>Attitudes</b>	<ul style="list-style-type: none"> <li>▪ Willingness to engage constructively with, and relate to, a range of young people who may be disaffected from school or</li> </ul>	



	<p>disengaged from the learning process, and with their families/carers</p> <ul style="list-style-type: none"> <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> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>▪ An attractive personality to whom pupils respond</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>	

## Early Help Coordinator/Learning Mentor

Grade 5 - £20,086 – £25,119 pa (actual salary)

37 hours per week – Term time plus 20 days

8.30am – 4.30am (Monday – Thursday)

8.30am – 4.00pm (Friday)

We are seeking to appoint a **Early Help Coordinator/Learning Mentor** to work at Sidney Stringer Academy. This is an exciting opportunity to join a strong and effective team of pastoral leaders and to work closely with our teaching staff to ensure that our provision is outstanding.

A **Early Help Coordinator/Learning Mentor** is required to offer support to students and families, to coordinate and provide support to children, young people and their families through the delivery of early help services in order to improve outcomes through the integrated Family Hub model and to work with the **Assistant Principle of Safeguarding and Alternative Education Provision**, a team of Learning Mentors and the Learning Support Faculty in the engagement of students at risk of disaffection and exclusion. Excellent training and support available.

### **How to apply**

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

[www.sidneystingertrust.org.uk](http://www.sidneystingertrust.org.uk)

If you would like further information please contact

Tracy Felton (Assistance Principal Safeguarding and Alternative Center of Education)-  
[tfelton.staff@sidneystingeracademy.org.uk](mailto:tfelton.staff@sidneystingeracademy.org.uk)

Please return completed application forms to Laura Niblock in HR -  
[lniblock.staff@sidneystingeracademy.org.uk](mailto:lniblock.staff@sidneystingeracademy.org.uk) [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

**Closing date: 31<sup>th</sup> July 2020 at 12 noon**

Interview date: TBC

*Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.*