

## Job Description – Learning Mentor

The Futures Trust and President Kennedy School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	College Director
<b>Grade</b>	Grade 4
<b>Hours</b>	37 hours per week, Term Time Only + 1 (39 weeks)
<b>Location</b>	Based at President Kennedy School with a requirement to travel to work at or for schools in the Trust

### Job Purpose

To provide a complementary service to that provided by teachers and pastoral staff in order to address the needs of students who need help and support to overcome barriers to learning inside and outside school to achieve their potential.

To contribute to raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.

### Duties and responsibilities

- Develop positive one to one mentoring relationships with an identified group of students who need support.
- Work collaboratively with the college team, teachers, pastoral and inclusion staff, Attendance Officers and other agencies to identify student with barriers to learning and at risk of disaffection in order to ensure that they receive support.
- Ensure regular attendance of students on case load by transporting them into school as necessary.
- To use SEND pupil profiles with students and staff to remove barriers to learning.
- Devise, implement and evaluate individual student action plans for student identified as needing support, working with teachers and other staff. Offer small group work targeting particular areas of need. This should be established on the timetable throughout the year.
- Establish and maintain home/school liaison with the families and carers of student receiving support in order to keep them informed about student needs and progress, and to secure positive family and carer involvement and support.
- Establish good relationships and work closely with other agencies who may also be involved in supporting a targeted student –e.g. CAF workers, L&BSS, CAMHS – so that the needs of the student concerned are met in a focused and integrated way.
- Develop a full understanding and knowledge of the range of agencies and activities, which can provide support to vulnerable students.
- Promote the efficient and effective transfer of student information at points of transition and support student during transition in line with policy and practice.
- Encourage positive attitudes to students receiving support and a shared understanding of their needs within the school.

- Network with Learning Mentors in this and others schools to ensure identification and dissemination of best practice.
- Liaise and meet regularly with the designated senior manager to report and discuss the progress of targeted students and to take the appropriate action as agreed.
- Attend meetings and Parent Consultation events as required.
- Provide evidence of using the impact of this intervention as required by the line manager using a consistent approach to reporting outcomes.

## Line management

The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

## Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Learning Mentor are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

### Special conditions of employment

#### Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

#### Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

#### 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 failure to act. Full guidance regarding health and safety is set out in the School'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 the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the 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 School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

### **Equality and Diversity**

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust 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. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

### **The Trust Operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.

**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 be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, 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: Sam Rooke, Deputy Headteacher**

**Date: April 2022**