

Job Description

Vacancy Reference No:**Job Title:** Learning Mentor**Job Number:** L3022D**Directorate:** Children, Learning and Young People**Post Number:** 1032973**Location:** Joseph Cash Primary**Grade:** 4

Job Purpose

Under the guidance and supervision of the Pastoral Lead:

1. To provide a complementary service to that provided by teachers, curriculum support staff and non-curriculum support staff in order to address the needs of pupils, who need help and support to overcome barriers to learning, both inside and outside school, to achieve their full potential.
2. To contribute to raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.
3. On behalf of the school, help to manage and organise the CAF's and family support Issues of vulnerable children in school to include any relevant staff and any associated budget. e.g: attendance and / or transition and break guidance. Lunchtime play provision, Nurture Groups.

Duties and Responsibilities

1. Develop positive one to one mentoring relationships with pupils identified as needing support.
2. Work collaboratively with teachers, pastoral staff, SENCO's, 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.
3. Devise, implement and evaluate individual pupil action plans for pupils identified as needing support, working with teachers and other staff, including, where appropriate, the Gifted and Talented and Pupil Premium.
4. Establish and maintain home/school liaison with the families and carers of pupils receiving support in order to keep them informed about pupil needs and progress, and to secure positive family and carer involvement and support.

5. Establish good relations and work closely with other agencies who may also be involved in supporting a targeted pupil - e.g. Behaviour Support, Child Guidance – so that the needs of the pupil concerned are met in a focused and integrated way.
6. Develop a full understanding and knowledge of the range of agencies and activities, which can provide support to vulnerable pupils.
7. Promote the efficient and effective transfer of pupil information at points of transition and support pupils during transition in line with policy and practice
8. Encourage positive attitudes to pupils receiving support and a shared understanding of their needs within the School.
9. Network with Learning Mentors in other Schools to ensure identification and dissemination of best practice.
10. Liaise and meet regularly with the designated safeguarding lead to report and discuss progress and activity in support of CAF work, nurture groups, which might include light touch counselling, the updating of medical records and home visits for social / attendance issues and to take appropriate action as agreed.
11. Support the schools monitoring and evaluation procedures with regard to vulnerable children, working with the relevant staff.
12. Draft action plans as required for vulnerable children in line with the School Improvement Plan and co-ordinate implementation within own area and with relevant staff.
13. Any other duties and responsibilities within the range for the salary grade.

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

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 (Data Protection Act 1998)

Responsible for: -

Responsible to: Pastoral Lead

Date Reviewed: June 2020

Person Specification

	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • An understanding of the challenges facing young people from a disadvantaged community • An understanding of mentoring relationships with disadvantaged children • An understanding of the range of agencies and activities that provide support to vulnerable pupils • An awareness of literacy and numeracy strategies
Skills and Abilities:	<ul style="list-style-type: none"> • To devise and implement action plans for individual pupils • Good verbal and written communication skills in face to face situations, and in the production of accurate written records and formal notes, and the provision of support to the senior management team • 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 and carers • To identify and set targets for the development for individual pupils • To work effectively with teachers and senior managers within the school • To work effectively and network with a wide range of support services • To develop productive and supportive relationships with young people • Basic IT skills including word processing, Outlook and an ability to access information via the Internet. • Able to work independently on own initiative also as part of a team • Ability to prioritise own workload and meet deadlines/targets as necessary
Experience:	<ul style="list-style-type: none"> • Relevant work with young people, experience in one of a range of fields such as education, youth work, health and social work • Individual support for children and young people.
Educational:	<ul style="list-style-type: none"> • A relevant qualification in working with children at NVQ Level 3 or 4 and evidence of equivalent experience in a professional environment
Special Requirements:	<ul style="list-style-type: none"> • A willingness to participate in in-service training and professional development • 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.