



## **Job Description: Learning Mentor Grade 5**

### **Job Purpose**

Under the guidance and supervision of senior staff:

1. To support the social and emotional needs of children and families of Courthouse Green Primary School through direct work and intervention.
2. To provide guidance and support for children who have experienced trauma, who need additional support to regulate and to create specific, personalised programmes of direct work linked to our relational approach to behaviour and Thrive.
3. To be able to create tracking systems in order to monitor the impact of support on children.

### **Duties and Responsibilities**

#### **To be a role model and champion for a very small group of students who have additional barriers to learning.**

- To support the school's core values and promote the importance placed on education.
- To use a range of interventions to create personalised programmes to support children with SEMH needs and to track and evaluate their effectiveness.
- To provide information and advice to the Intervention Team on individual casework.
- To produce accurate, statistical data showing trends for different groups of children including those eligible for Pupil Premium.
- To take responsibility for managing personal case loads.
- To participate in staff meetings and agreed relevant working parties.
- To develop and support resources as identified in line with policy requirements.
- To source and use published research to implement 'best practice' relating to trauma informed practice.
- Attend and send reports to SLT, ELT and Governors demonstrating the impact of your work.
- Establish and maintain home/school liaison with the families/carers of children receiving support in order to keep them informed about children's needs and progress and to secure positive family / carer involvement and support.
- Uphold the professional standards expected of every member of the school's staff in all dealings with colleagues, children, parents & carers and the wider community
- To assist families in ensuring that their children can access the appropriate educational opportunities available to them through the provision of a variety of support strategies in liaison with other intervention team members:
- To ensure pupils, parents and carers understand that regular school attendance and educational attainment are inextricably linked.
- To assist families in ensuring that their children can access the appropriate educational opportunities available to them through the provision of a variety of support strategies in liaison with other intervention team members:
  - Group work
  - Individual and family support plans/actions and Early Help referrals
  - Parenting skills development
  - Sign-posting to other services/agencies
  - Mediation and counselling to remove barriers to learning

### **Other specific duties/requirements:**

- To work flexible hours, including evening work/or occasional weekend work as required
- To comply with any reasonable request from a manager to undertake other duties commensurate with the post

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 to:** Head Teacher or named Line Manager and to the Pastoral Support Manager