

# Job Description

<b>Job Title:</b> Apprenticeship Learning Mentor	<b>Job Number:</b>
<b>Directorate:</b> People	<b>Post Number:</b>
<b>Service:</b> Stoke Heath Primary School	<b>Grade:</b> Apprenticeship Scale

## Job Purpose

Under the guidance and supervision of Families team:

1. An apprenticeship is a training role within a designated area where the apprentice will work alongside colleagues to undertake a range of supervised duties (direct and indirect supervision).
2. To support the team to provide a complementary service to that provided by teachers and pastoral 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 to their full potential.
2. To assist the learning mentors team in raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour and relationships with both children and families
3. Working within the team to help manage and organise the work of the learning mentors including relevant staff and any associated budget  
E.g. Attendance and/or Transition and/or break and lunchtime Play Provision etc.

## Duties and Responsibilities

- 1 Assist in developing positive one to one mentoring relationships with pupils identified as needing support.
- 2 Assist in working collaboratively 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.
- 3 Assist in implementing and evaluate individual pupil action plans for pupils identified as needing support, working with teachers, other staff and agencies.
- 4 Assist in establishing and maintaining home/school liaison 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.
- 5 Assist in establishing good relationships and work closely with other agencies who may also be involved in supporting a targeted pupil - e.g. Behaviour

Support, Child Guidance, Business Mentors, Voluntary Mentors - so that the needs of the pupil concerned are met in a focused and integrated way.

- 6 Promote efficient and effective transfer of pupil information at points of transition and to support pupils during transition in line with policy and practice.
- 7 Assist the team in encouraging positive attitudes to pupils receiving support and a shared understanding of their needs within the School.
- 8 Network with Learning Mentors in other Schools to ensure identification and dissemination of best practice.
- 9 Support the school's monitoring and evaluation procedures with regard to pupil outcomes working with relevant staff
- 10 Assist in completing draft action plans as directed by the Families Team Manager.
- 11 Any other duties and responsibilities within the range for the salary grade.
- 12 Be vigilant in safeguarding learners and others in contact with them

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**Knowledge, Training and Experience:**

- The apprentice will undertake and complete required elements of the apprenticeship framework in 18 months which includes:-
    - NVQ
    - Employment Responsibilities and rights
  
  - The apprentice will attend college/study sessions as required
  - Will work with an assessor/mentor to develop a work based portfolio
  - Undertake work based assessments
  - Complete assignments/projects relating to their apprenticeship framework
  - Present evidence portfolios for assessment within specific time frameworks
  - The apprentice will develop skills, knowledge and experience in all aspects of the role of a Business Administration Apprentice through on the job training, attending training/study session and completion of apprenticeship framework
  - Undertake Statutory & Mandatory Training as required
  - The apprentice will utilise knowledge and skills gained at college/training into practice within the workplace
- Any other duties and responsibilities within the range of 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: N/A**

**Responsible to: Families Team Manager**

**Date Reviewed: June 2020**



Coventry City Council

## Person Specification

<b>Job Title:</b>	Learning Mentor Apprentice	<b>Job Number:</b>	
<b>Directorate:</b>	Education	<b>Post Number:</b>	
<b>Service:</b>	Services for schools	<b>Grade:</b>	Apprentice
<b>Location:</b>	Stoke Heath Primary School		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>An awareness of effective practice in providing accurate guidance and advice for the children of the school</li> </ul>
	<ul style="list-style-type: none"> <li>An awareness of the roles of a learning mentor.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to recognise the importance of confidentiality in a very busy school setting</li> </ul>
	<ul style="list-style-type: none"> <li>Good use of English Language, both written and spoken</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Good communications skills, both written and oral to obtain and provide information and receive instructions</li> </ul>
	<ul style="list-style-type: none"> <li>To be able (with training) to implement learning programme requirements with the ability to plan contextualised learning</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to support the learner's development and to provide valid evidence of progress and achievement</li> </ul>
	<ul style="list-style-type: none"> <li>To organise and prioritise workloads to meet any deadlines set</li> </ul>
	<ul style="list-style-type: none"> <li>To remain calm under pressure.</li> </ul>
	<ul style="list-style-type: none"> <li>To be able (with training) to ensure the school meets its organisational and legal requirements for recording, storing and sharing pupil information.</li> </ul>
	<ul style="list-style-type: none"> <li>To work as part of a team</li> </ul>
	<ul style="list-style-type: none"> <li>To maintain confidentiality at all times</li> </ul>
<ul style="list-style-type: none"> <li>To be able (with training) to forge professional working relationships with both pupils, teachers and outside agencies.</li> </ul>	

<b>Other:</b>	<ul style="list-style-type: none"><li>• Willing to undertake tasks related to supporting sick children/contact with children</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li>• To have achieved a Grade C or above in English and Maths GCSE, or equivalent.</li><li>• To be able to achieve an NVQ Level 3 in Learning Mentor</li></ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• Must not have already completed an Intermediate Apprenticeship in Learning Mentor Level 3.</li><li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Working with children in a previous role</li></ul>
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