

# Job Description

**Job Title:** Learning Mentor – Safeguarding / Behaviour

**Directorate:** People

**Location:** Holbrook Primary School      **Grade:** 5

## Job Purpose

**Under the guidance and supervision of senior staff:**

1. To secure the beneficial and regular behaviour and attendance of all pupils of Holbrook Primary School, by supporting pupils and families and liaising and working closely with other agencies. Where necessary in relation to attendance, to support the Local Authority in the statutory duty of legal action, when all efforts to help improve school attendance have failed to secure the child's regular attendance. To provide guidance and support for pupils at risk of exclusion and monitor progress against targets.
2. On behalf of the school, to help manage and organise the work of Lunchtime Supervisors to promote good behaviour and ensure that children have a happy and enjoyable lunchtime play provision.

## Duties and Responsibilities

- To ensure pupils, parents and carers understand that regular school attendance and educational attainment are inextricably linked.
- To ensure pupils, parents and carers understand what expected behaviour is at Holbrook School and the consequences of not following this and how educational attainment are inextricably linked.
- Work collaboratively with teachers, pastoral staff, SENCO, School's Officer and other agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support.
- To clearly communicate to parents and carers that it is their legal responsibility to ensure their children's regular and punctual attendance.
- Be the main contact for all attendance issues and chase up reasons for absence on a daily basis with guidance from the relevant colleagues.
- To undertake home visits where necessary and ensure meticulous records of actions and outcomes are kept.
- To meet with Deputy Headteacher and Assistant Headteacher who lead the Intervention Team (SENCo and Pastoral Support manager) on a regular basis and formally six times a year to review individual pupil's attendance and progress towards whole school and year group target.

- To contribute to behaviour, safeguarding or attendance items on newsletters, celebrating success and reminding of expectations as well as reporting to Governors.
- To undertake gate duty when requested.
- To undertake the supervision and taking of appropriate action for uncollected pupils at the end of the school day.
- To support the Inclusion Team, instigating and delivering strategies to target improvements in attendance and behaviour for pupils recognised as being at particular risk of poor attendance, underachievement and exclusion.
- To work with the appropriate agencies to support the statutory duty of legal action when all attempts to improve school attendance have failed.
- To work with the appropriate agencies to support the statutory duty for safeguarding for all vulnerable pupils in their care.
- To administer and monitor initiatives to improve attendance as required. For example, parenting contracts, penalty notices, first day calling etc.
- To keep accurate, up to date records of all casework.
- To produce accurate, statistical data showing trends for different groups of pupils including those eligible for Pupil Premium.
- To develop and organise attendance incentive schemes, which promote and celebrate achievements for individual pupils which may also include organising lunch time and after school activities in liaison with members of support staff.
- To develop and organise behaviour incentive schemes, which promote and celebrate achievements for individual pupils which may also include organising lunch time and after school activities in liaison with members of support staff.
- To take responsibility for managing personal case- loads, and cases in relation to attendance.
- To participate in staff meetings and agreed relevant working parties.
- To provide information and advice to the Intervention Team on individual casework.
- To develop and support resources as identified in line with policy requirements.
- To source and use published attendance research to implement 'best practice'.
- Attend and send reports to Initial Child Protection conferences, reviews and core group meetings for children where required (these will usually be attended by a member of staff responsible for safeguarding).
- Ensure the Children Missing Education and Fixed Penalty procedure is followed by the school.

- Establish and maintain 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.
- To aid the smooth integration of in-year pupil transfers under the admissions policy.
- To contribute towards developing whole school strategies to improve attendance with an additional focus on PP pupils and extra-curricular participation.
- Uphold the professional standards expected of every member of the school's staff in all dealings with colleagues, pupils, 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:

Common Assessment Framework: (to include case-holding at a level two)

e-CAF

Group work

Individual and family support plans/actions

Parenting skills development

Sign-posting to other services/agencies

Mediation and counselling to remove barriers to learning

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

- 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 for:** Improving attainment for all at Holbrook Primary School

**Responsible to:** Head Teacher or named Line Manager.

**Date Reviewed:** September 2017