

POST TITLE: Learning Mentor

GRADE: Scale 5 – 35 hrs per week; Term Time Only

DEPARTMENT: Schools

RESPONSIBLE/REPORTING TO: Pastoral Care Manager

Hargrave Park School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be required to complete an enhanced DBS disclosure.

PURPOSE OF THE JOB

To provide pastoral support in addressing the needs of pupils who need particular help to overcome barriers to learning, in a way which enables them to make good and better progress.

Main Duties

1. To provide pastoral support to pupils under the direction of the Pastoral Care Manager.
2. To implement and model appropriate behaviour management strategies, with a particular focus on lunchtime; ensuring that incidents are dealt with in a way which ensures a smooth transition into the afternoon session and the maximisation of learning time.
3. To plan and implement after school club activities as part of the pastoral care team.
4. To provide advice to pupils relating to their social, health, hygiene and emotional development needs.
5. To assist in the development and implementation of Individual Plans (IPs) or Pastoral Care Plans (PCPs).
6. To establish productive working relationships with pupils, acting as a role model.
7. To develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils individually or in small groups.
8. To promote the reintegration of those who have been absent.
9. To implement planned supervision of pupils out of school hours.
10. To challenge and motivate pupils, promote and reinforce self-esteem.
11. To provide feedback to pupils in relation to progress, achievement behaviour and attendance.
12. To establish constructive relationships with carers/parents, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
13. To provide clerical/admin support eg dealing with correspondence, compilation/analysis of behaviour rates; making phone calls etc.

14. To work with other staff, including specialist staff and professional agencies in planning, evaluating and adjusting learning activities as appropriate.
15. Be responsible for keeping and updating records as agreed with other staff, contributing to reviews as required.
16. To implement agreed learning programmes, adjusting activities according to pupils' responses/needs.
17. Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
18. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
19. To contribute to the school mission statement and vision statement.
20. To attend and participate in meetings as directed.
21. To participate in training and other learning activities as required.
22. To supervise pupils on visits, trips and out of school activities as required.