

Breakwater Academy: Job Description

Name:

Role: **Learning Mentor**

Salary Range:

Start: **January 2017**

Review Date: **September 2017**

Purpose of the role

To provide support and guidance to children, enabling them to overcome barriers to learning and to raise their aspirations. To create effective partnerships with parents, carers and outside agencies in order to improve children's life chances.

First area of accountability

- Develop and maintain effective and supportive mentoring relationships with children and those engaged with them;
- Identify pupils who would benefit from learning mentor support;
- Assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement e.g. in self-esteem and confidence-building activities;
- Provide the child with a range of appropriate resources and strategies to address these barriers;
- Mentor children on a one to one or group work basis;
- Develop, agree and implement a time bound action plan with groups and individual children, and maintain accurate records of work for each identified child;
- Plan and record all one to one and group work sessions in advance and communicate this information to line managers and other children supporting children.

Second area of accountability

- Work within an extended range of networks and partnerships to organise support and learning opportunities, and improve the quality of services to children;
- Develop and maintain appropriate contact with the families and carers of children who have identified needs, keep them informed about the child's needs and progress and secure positive family support for the child;
- Support parents from vulnerable groups in building good relations with the Academy;
- Support looked after children and their families;
- Where appropriate, facilitate access to specialist support services and negotiate, establish and maintain effective working partnerships with external agencies and individuals in order to address needs and help remove barriers to learning;
- To act as a designated safeguarding lead as part of a team and access the Children's Index when necessary;
- Contribute to the identification and sharing of good practice across STEP Academy Trust;
- Meet regularly with the Inclusion Team and SLT to report on progress of identified children;
- To line manage the teaching assistants and MDMS within the academy;
- To model practice on the playground when interacting with children;
- To take responsibility for the support, monitoring and development of teaching assistants and MDMS;
- Liaise closely with staff in the Academy, so that everyone understands and supports the strategies being used by the Learning Mentor;
- Attend training and professional development sessions.

Third Area of Accountability

- Provide a complementary service, which enhances existing provision, in order to support learning, participation and encourage social inclusion;
- Assist vulnerable children to make a successful transfer between educational establishments and transition at key stages in their learning;
- Contribute to the identification of barriers to learning for individual children and provide them with a range of strategies for overcoming the barriers;
- Set up and run a range of therapeutic interventions;

General

- Promote the agreed vision of STEP Academy Trust.
- Be committed to raising standards of achievement.
- Provide a safe, welcoming, organised, creative and interesting learning environment.
- Be aware that each child has a right to equal opportunities and equal access to the curriculum.
- Implement all the policies agreed by STEP Academy Trust and the Strategic Governing Body.
- Maintain high expectations and insist the children always produce their best.
- Maintain good order and discipline amongst the pupils when they are in school and engaged in school activities elsewhere.
- Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.
- Work collaboratively with colleagues, setting high professional standards.
- Take an active part in the life of the Academy.

Other Responsibilities

- Participate in scheduled meetings.
- Participate in the Academy's arrangements for performance management and other professional development activities.
- Safeguard the health and safety of all children.

Signed: _____

Date: _____