

Job description: PSRP Learning Mentor

PURPOSE:	To assist the PSRP staff team in the effective delivery of the PSRP alternative curriculum and accredited learning.
RESPONSIBLE TO:	PSRP Operational Director
DISCLOSURE LEVEL:	Enhanced
SALARY	NJC Point 25-28 pro rata
WORKING TIME:	36 hours per week, term time only

MAIN TASKS

- To facilitate the learning and supervise small groups/classes in the PSRP, under the direction and guidance of the Operational Director and PSRP teachers
- To participate in the effective delivery of the alternative curriculum and accredited learning across the PSRP
- To use strategies, in liaison with PSRP teachers, to support students to achieve learning goals
- To support PSRP students to understand tasks and instructions using autism specific approaches, to make learning accessible
- To support PSRP teachers with the planning cycle and the management/preparation of resources
- To contribute to the development and implementation of Personal Learning Plans/behaviour support plans, communication and sensory profiles
- To engage in effective communication with staff, record keeping and data collection with PSRP staff to ensure that individual learning needs are met
- To be trained in the application of Team Teach principles and be able to apply these as necessary with PSRP students
- To be responsible for keeping and updating records as agreed with the teachers, contributing to the reviews of systems/records as requested. This will include the use of Behaviour Watch and the tracking of Key Skills
- To cover LSA support in the PSRP when required
- Undertaking any other reasonable duties at the direction of the Operational Director of the PSRP.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification

A. Knowledge, Understanding, Skills and Abilities

- a sound understanding of how students learn, how teachers can best teach and how to achieve high standards
- ability to demonstrate a commitment to safeguarding, pastoral care and the promotion of high standards of positive behaviour
- high levels of communication skills both oral, written and in ICT
- experience of mentoring, supervising and supporting teams of staff and supporting their development and training
- ability to prioritise, evaluate and manage financial and human resources; experience of budget management and setting (desirable)
- ability to relate to a variety of stakeholders, e.g. local authorities, parents and other professional agencies, and to work with multi-professional teams
- working knowledge of the Disability Discrimination Act and its impact on the learning environment

B. Leadership/Personal Qualities

- a team player respected by others
- interest in children as individuals and in how they learn
- a vision for continuous school improvement and development
- commitment to the School's unique Jewish ethos and to inclusive, all-ability schooling
- understanding of the skills needed to lead in a climate of constant change
- confident in sensitively but assertively addressing under-performance
- ability to listen and effectively communicate with a variety of audiences
- ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- diplomacy, openness and positivity, accepting of feedback and always willing to learn
- excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach
- commitment to development of own professional skills
- commitment to the principles and practice of equal opportunities