



CAMPSMOUNT ACADEMY

JOB DESCRIPTION

Job Title: Learning Mentor

Grade of Post: Grade 6

Hours of Work: 37 Hours per week (term time + 2 weeks)
(8.00am-4.00pm Monday to Thursday and 8.00am-3.30pm Friday)

Responsible to: Learning Mentor Manager and Vice Principal

Job Purpose: To support the learning and development of students across the Academy through targeted intervention and appropriate support. Ensure that students' needs are met academically, socially and emotionally in terms of removing any barriers to learning. To be a visible proactive presence around the Academy, supporting the maintenance of high standards and aspirations. To contribute to whole school development through a range of key responsibility areas.

1. Principle Responsibilities:

- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues, which shares an ambitious vision to continue to raise and transform standards and secure outstanding status for Campsmount.
- To support students with particular targeted needs including Rainbows Bereavement, on-line safety and social skills and any other relevant interventions.
- To assist where appropriate the DSL and DDSL with safeguarding matters when necessary.
- To use school data effectively to ensure early intervention of targeted students and appropriate support. To support targeted groups of students, who are in need of extra help to overcome barriers to learning both inside and outside school.
- To assist with the identification of those students who would benefit most from learning leader support and, working with others, draw up and implement an action plan for each student.
- To maintain regular contact with families/carers of students in need of extra support, to keep them informed of the student's needs and progress, and to secure positive family support and involvement.
- To work closely with other school staff and the local community to ensure the needs of the students are focussed and integrated.
- To develop and apply knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students both in and out of school.
- To work collaboratively, as part of a team of Learning Mentors within school and to network with other learning mentors and share best practice.
- To develop student peer mentors across school.
- To contribute to the removing of barriers during 'High Profile' days to deal with issues, support colleagues, follow up incidents and complete necessary administrative duties.
- To make a positive contribution to High Profile, by visiting students, supporting in and out of lesson time, being a positive role model and meeting their needs.
- Be responsible for leading one specific whole school initiative.

- Be prepared to work flexibly and support colleagues in other areas of the Academy.
- Take on on-going responsibility contributing to the Campsmount approach to standards of behaviour and expectations of relationships within the Academy.
- Interviewing students following referrals related to school work, behaviour, bullying, student concerns, crisis or other incidents.
- Supervising student social areas, where directed, and being available to students at these times.
- Supporting the organisation of school events and activities including Parents' Evenings (inclusive of Key Stage 5), Review Days, Parent Surgeries, Presentations, Awards Ceremonies, Student Proms, Alternative Curriculum Days, Uniform Sales and Open Evenings etc.
- The provision of high quality support to management and other school staff, in particular the pastoral team, utilising school management information systems and available technology, ensuring that all work is completed on schedule.
- Assisting with the maintenance of appropriate confidential records and filing systems, both manual and computerised.

2. Specific Responsibilities:

- Other specific responsibilities that are commensurate with the nature of the post and relate to the skills/expertise of the individual, will be added following negotiations with the successful candidate.

Conditions of Employment

- These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities without changing the general character of the post in order to meet the needs of the organisation.
- The post is subject to the NJC for Local Government Services National Agreement for Pay and Conditions and to other locally agreed conditions of employment.
- The post holder's duties must be carried out in compliance with Equal Opportunities and Health and Safety at Work requirements.