

# QUEENS PARK COMMUNITY SCHOOL ACADEMY TRUST

## JOB DESCRIPTION

### SECTION A: Reporting to: Assistant Headteacher SENCO

<b>Job Title:</b>	<b>Learning mentor</b>
<b>Grade:</b>	<b>Scale 5</b>

### SECTION B: Responsible for:

Delivering one to one and group support for to students with social, emotional and mental health (SEMH)

### SECTION C: Purpose of post

- To provide support for students in need of assistance to overcome a variety of barriers to learning, which prevent them fully accessing the curriculum and achieving their full potential.
- This support will be focused on those barriers to learning, which exists both in school and at home.
- The Learning Mentor will be responsible for delivering and coordinating support for students referred via SAFs meetings
- The Learning Mentor to support students with SEMH that are identified in Year 6 to ensure a smooth transition for the students into secondary school.
- The Learning mentor will be line managed by the Assistant Headteacher SENCO.
- The Learning mentor will work closely with the Assistant Headteacher SENCO, Counsellor, SEMH Coordinator, Year team leaderships and all parties involved with SAFs.

### SECTION D: Main duties and responsibilities

1. To provide one to one or group support to students with SEMH and establish productive working relationships with students, acting as a role model.
2. To provide 'drop in sessions' for vulnerable students during break time or after-school.
3. To provide information and advice to enable students to make choices about their own SEMH, learning, behaviour and attendance and consequences of actions.
4. To challenge and motivate students, promote and reinforce self-esteem.
5. To provide advice to students relating to their SEMH needs.
6. To set achievable targets and goals for students to focus on areas they need to resolve or progress.
7. To provide objective and accurate feedback and report as required, to other staff on students' achievement, progress and other matters.
8. To establish constructive relationships with parents, exchanging information and developing regular contact to encourage positive involvement.
9. To establish accurate a caseload, timetable and log of students/group sessions; keep all records up to date.
10. To evaluate the impact of mentoring by getting feedback from tutors, Year Team leadership, subject teachers, reports and prior attainment, parents and students.

11. To be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for mentees to broaden and enrich their learning.
12. To assist with the development and implementation of interventions and student plans (support plans, PSPs, PEPs) for mentees.
13. To attend SAFs meeting once per fortnight and line management meeting once per week.
14. To attend and contribute to key meetings for mentees e.g. Reintegration, PRD appointments, annual reviews, PSPs, PEPs, TAC or other professional meetings.
15. To maintain a professional relationship with young people being mentored and their parents.

## **Other Responsibilities**

### **1. Data Protection**

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

### **2. Equal Opportunities**

To take responsibility to ensure all students, parents, staff and outside agencies are treated with respect. All parties are treated equally regardless of race, ethnicity, socio-economic status, gender and sexuality. It is important to promote community relations at all times.

### **3. Health and Safety**

- Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

### **4. Safeguarding**

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

### **5. Meetings**

Participate in training and professional development and programmes, and attend and participate in meetings as required.

### **6. Other Duties**

To undertake such other duties as may be required commensurate with the grade of the Post.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.*

