



OAKLANDS SCHOOL

JOB DESCRIPTION

Post Title	Learning Mentor & Resource Assistant
Responsible To	Assistant Headteacher
Salary Scale	Scale 5 Points 12-15 (Actual salary payable £28,891 - £30,183 per annum)
Hours	35 Hours a week, Term Time Only

Purpose of the Role

- To work with the Sixth Form Team, tutors and teachers, to provide academic support to students in the sixth form. As part of the team, mentors will provide 1:1, small group and in-class support during and after school.
- To support Oaklands School in managing, maintaining and promoting their libraries and learning resources.
- To advise on and deliver strategies for the use of their libraries and learning resources in the delivery of the National Curriculum.
- Day to day management of the Learning Hub. Creating a welcoming environment, conducive to research and study.

Specific Tasks Relevant to the Role of Learning Mentor

- Contribute to ensuring a positive learning environment at all times.
- Provide one to one and small group academic support.
- Develop and plan activities to develop study skills and independent learning.
- Work with students to help them resolve a range of issues that may be creating barriers to their learning.
- Attend subject lessons as required and facilitate study groups for some classes.
- Liaise effectively with relevant staff to identify students that need additional support with their studies.

- Assist in monitoring the progress of students that you are supporting.
- Contribute to reports or information gathering regarding specific students, if appropriate.
- Provide advice and support to students in exploring opportunities to progress to post 16 education and beyond.
- Assist students with research and applications to courses / university / employment, beyond their sixth form study.
- Assist students in finding opportunities for work experience and other enrichment opportunities.
- Participate in tutor and academic mentor meetings.
- Make a positive contribution to promoting student welfare.
- Understand and implement the Oakland's guidelines on safeguarding and child protection issues.
- Liaise effectively with parents and respond promptly to their concerns and queries.
- Implement the Oaklands' policy with regard to behaviour and bullying.
- Contribute to the Oaklands' extra-curricular provision.
- Contribute to student supervision within the library and other areas of the sixth form as appropriate.

Specific Tasks Relevant to the Role of Resource Assistant

- To be responsible for the development of the library environments and resources, including information and communication technology (ICT), contributing to and supporting the curriculum.
- In conjunction with teachers i/c curriculum areas, to evaluate, select and acquire resources in all formats, balancing the need to develop ICT resources with the need to provide a book-based resource, and to organise all resources, including classification and cataloguing.
- To develop resources linked to CEIAG and promote these effectively with staff and students.
- To write a library policy and deliver training to staff on library and literacy topics.

- To be proactive in promoting the library through dissemination of information on resources to staff and students by means of displays and education programmes.
- As necessary to supervise library users, ensuring that a productive learning environment is maintained.
- To develop the skills of student library assistants.
- To contribute to the financial management of the libraries and to provide reports and statistics on the use of resources and effectiveness of policies and procedures.
- To manage library/ Learning Hub staff, if appropriate, including taking responsibility for training and development.
- To keep the Headteachers, school governors and parents informed about the needs development of the library and information service.
- To undertake other similar duties commensurate with the grade.

The Learning Mentor/Librarian will also undertake the following activities:

- Assist with other activities relating to supervision of students including general supervision and attendance on Oaklands trips.
- Keep students informed of upcoming events.
- Help students become familiar with resources of the school.
- Serve as a communication link between Oaklands' tutors and students.
- Work with staff to facilitate learning experiences.
- Attend and contribute to department meetings.
- Attend and contribute to Tutorial/Sixth Form learning team meetings.

Other General Duties

- To carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available.
- To attend full staff, departmental and other meetings with staff working groups as requested.
- Participate in training and other learning activities and performance management and development as required.
- To comply with Health and Safety responsibilities as part of performing the role.
- To have an understanding of the challenges and opportunities that relate to the changing needs of a maintained secondary school.
- Contribute to the overall ethos / work / aims of the school.
- Equal Opportunities: Be aware of and support difference and ensure equal opportunities for all.
- Support: Appreciate and support the role of other professionals.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

Dec 2024

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PERSON SPECIFICATION - LEARNING MENTOR / RESOURCE ASSISTANT

- Degree Level Qualification or equivalent.
- Experience of working with young people and an ability to establish inclusive, respectful, supportive and constructive relationships with students.
- The ability to motivate and enthuse students.
- The ability to relate well to students, to provide guidance to groups and to individual students, to ensure that students have ready access to the curriculum.
- Good behaviour management skills to manage and supervise pupils.
- Excellent literacy, numeracy and ICT skills.
- The ability to deliver training to staff, relevant to the role.
- The ability to think strategically and creatively, as well as having an eye for detail. Willingness to be flexible and to innovate.
- Have high expectations of students and a commitment to ensuring that they will achieve their full educational potential.
- Excellent management, administrative and organisational skills to manage and develop the school library environment, systems and its resources and events.
- Knowledge and experience of e-learning technology.
- The ability to lead and work as part of a variety of teams and in the different school settings.
- Excellent communication skills to communicate with people at different levels including governors, staff, parents, students, consultants and other external agencies.
- Ability to participate and to take an active part in the teaching and learning at the school.
- An awareness and understanding of equality of opportunity issues.
- An awareness of Health & Safety issues at work.