

# Featherstone High School

## Job Description

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<b>Job Title:</b>	<b>Learning Mentor</b>
<b>Hours of Work:</b>	35 hours per week, Term-Time only + 5 days
<b>Salary:</b>	<b>Grade 9</b>
<b>Responsible to:</b>	Senior Learning Mentor, Assistant Head, Director of Pupil progress, Inclusion Head Teacher

### Main Purpose of the Post

- To promote the Social Inclusion agenda to all staff, parents, pupils and the wider community
- To provide mentoring for targeted students, in groups and one-to-one
- To provide effective transition for vulnerable pupils from KS2 to KS3
- To represent Featherstone High School as and when required
- To assist the Lead Learning Mentor to develop the Learning Mentor Strand and remove barriers to learning

### Duties & Responsibilities – Core Tasks

1. 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.
2. To target, support & provide mentoring for pupils who require additional support to overcome barriers to their learning (using developmental group work and one-to-one approaches). This will include putting together individual tailor-made action plans for development.
3. To draw upon the support of relevant agencies, TLRs and other departments to respond to the needs of pupils and their families, especially relating to unauthorised absences, raising attainment levels and reducing exclusions.
4. To identify barriers to learning with pupils the teaching staff, parents/guardians and jointly engage strategies to overcome them.
5. Attached to a specific year group, assembly, TLR and TA meetings.
6. To plan and deliver (co-teach) Alternative Curriculum lessons, with a focus on pupils attaining their full potential
7. To agree, set & review targets for the school's Learning Mentor programme with the Lead Learning Mentor
8. To have appropriate parental/guardian contact as and when necessary
9. To attend training within the school's INSET programmes

10. To plan and implement transition mentoring with feeder primary schools and respective Heads of Department at Featherstone High School to implement:-
- Sports activities, clubs & residential
  - Team Building days
  - Induction Support Clubs for Year 6 & 7 students
  - Primary Transition Mentoring

#### **Team Tasks**

11. To promote social inclusion issues through:-
- Presentations
  - Newsletters/Handbooks
  - Report writing
12. To attend & participate in departmental meetings
13. Flexibility – could include residential work e.g. PGL, DofE, 5 days to suit school during holidays.
14. To conduct home visits as & when required
15. Attached to a specific year group assembly, TLR and TA meetings.
16. To undertake other responsibilities as and when directed by the Lead Learning Mentor, Head of department, which are relevant to the post
17. To work effectively and productively as a member of a team. This will include stimulating & supporting the professional development of others and self

#### **Administrative Tasks**

18. To provide a weekly plan of work
19. To maintain comprehensive recordings of mentoring sessions and actions plans within a managed administrative system
20. To provide qualitative & quantitative reports/case studies for the Featherstone High School Senior Management Team as and when requested

#### **Training & Development**

21. To participate in a six-month probationary period review
22. To participate in arrangements made in accordance with School Appraisal Policy for the appraisal of your performance
23. To review from time to time your methods of support and programmes of work
24. To participate in arrangements for further training & professional development as a Learning Mentor

#### **Health & Safety**

25. To promote good order among the pupils & safeguard their health & safety both on and off the school premises
26. To act in accordance with the school's policy on Health & Safety Issues

## Person Specification

**Job Title:**        **Learning Mentor**

		<b>Essential (E) Desirable (D)</b>
	<b>Education/Achievements/Qualifications/Training</b>	
1.	A degree related to Youth Work/Social Work/Counselling/Teaching	E
2.	Relevant qualification in Youth/Social Work/Teaching or equivalent	E
3.	Evidence of further advanced study or training relevant to the post	E
	<b>Experience</b>	
4.	A minimum of two years of working with young people within a social educational context that is participative, empowering, educative and equalatative. This would include one-to-one work, developmental group work and residential work focusing on personal & social development	E
5.	Recent experience of monitoring, evaluating and writing reports	E
	<b>Job Related Skills and Abilities</b>	
6.	The ability to engage effectively and sensitively, relating to pupils and their families/guardians, from a wide range of ethnic and socio-economic backgrounds	E
7.	The ability to draw upon the support of relevant agencies to respond to the needs of pupils and their family/guardians	E
8.	The ability to identify barriers to learning with pupils, the teaching staff and parents/guardians and jointly engage in strategies to overcome them	E
9.	The ability to communicate effectively at all levels, both verbally and written, within tight deadlines using ICT	E
10.	The ability to work effectively and productively as a member of a team. This will include stimulating and supporting the professional development of others and self	E
11.	The ability to implement and manage new initiatives with relevant agencies	E
	<b>Personal Qualities</b>	
12.	A commitment to self-development	E
13.	A willingness to work flexibly, including residentials, weekends and evenings as and when required – this will include working during school closure periods	E
14.	A commitment to working in partnership with other agencies, including primary schools	E
15.	A commitment to holistic mentoring, i.e. personal development as the key	E
16.	A current driving licence	D
	<b>Demonstrates the Commitment to:</b>	
17.	Equal opportunities for all in the school community	E
18.	Safeguarding and promoting the welfare of young people	E