



Learning Mentor

Job description

- Establish positive and productive working relationships with students and actively promote the inclusion of all students.
- Monitor and track the progress of the students, keeping detailed records.
- Promote positive values, attitudes to learning and good pupil behaviour.
- Liaise with parents, staff and outside agencies where necessary
- Be aware and comply with policies and procedures relating to child protection, Health and Safety, confidentiality and data protection.
- Report concerns to the appropriate person. Attend, and participate in meetings and training activities as required.
- Undertake planned supervision of students out of school hours, and supervise students on visits, trips and run a daily homework club.
- To undertake other duties and activities within the scope of the post as directed by the line manager/Senior Leadership Team.
- Devising strategies to increase confidence and self esteem
- Liaising with all school staff, including specialists to devise plans for individual students
- Plan interventions and programmes for individuals or groups, when appropriate

Person Specification Qualification Criteria

- Right to work in UK GCSE
- Maths and English (Grade C or above)

Experience

- Experience of working with young people
- Awareness and understanding of best practice to ensure safeguarding and child protection. Experience working with a range of professionals, including those in an educational setting
- Specific skills
- Strong written and oral communication skills
- Ability to keep highly organised and work efficiently and effectively even when demands
 - of the job are high
- Good IT skills
- Able to establish good working relationships
- An understanding of the importance of confidentiality and discretion

Personal characteristics

- Genuine passion and belief in the potential of every pupil
- Good attendance and punctuality
- Resilience
- An enthusiasm for working with young people
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with others
- Able to follow instructions accurately but make good judgements and lead when required
- Be prepared to work flexibly
- Be motivated to continually improve standards and achieve excellence.