**The Cardinal Vaughan Memorial School**

**Learning Mentor**

**Reports to: Head of Department**

**Job description**

* To research, plan and deliver 1-2-1 mentoring/support sessions with identified students on a range of subjects that may be hindering individual learning.
* To research, plan and deliver group sessions/workshops with identified students on a range of subjects that may be hindering their learning.
* To provide in class support for named students, for part of the working week, where and when required, in liaison with the Director and/or Head of Learning Support.
* To plan and deliver a wide range of extra-curricular activities which promote learning, good behaviour, better social skills and well-being.
* To assist where and when necessary with the induction of students other than in Year 7.
* To liaise with Learning and Assistant Learning Co-ordinators keeping them well informed about their students which you mentor/support.
* To ensure your Line Manager is informed immediately of any concerns in relation to the students you mentor/support.
* To ensure the Child Protection Officer is informed immediately of any concerns relating to safeguarding in relation to the students you mentor/support.
* To attend team and School meetings and those that are specifically in relation to the students that you mentor/support, such as pastoral support programmes or liaison with multi agencies.
* To maintain accurate records on named students which measure the impact of your Intervention.
* To provide regular written reports on your work as a Learning Mentor.
* To attend School and relevant wider based training sessions as required or necessary.
* To attend meetings and undertake duties as reasonably directed by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at appraisal and may be subject to modification or amendment at any time, after consultation with the holder of the post.

**Person Specification**

 **Qualifications**

* Relevant training for working with young people aged between 11-19
* NVQ accreditation in a relevant subject or area

**Experience**

* Experience of working with young people aged 11-19
* Proven track record of successfully working with disaffected young people
* Experience of working in a secondary school setting
* Skills / Abilities / Knowledge
* An ability to communicate effectively with students, students, parents and multi agencies
* An ability to work autonomously and as part of a team.
* Good organisation, time management, communication and interpersonal skills.
* Good research and planning skills
* Knowledge of the main aspects of the organisation of secondary schools
* Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information
* Knowledge of the rights and responsibilities of parents and communicating effectively and sensitively with parents.
* The ability to liaise with and gain the confidence of all school staff.
* A clear understanding of the factors which lead to educational disaffection in young people.
* Knowledge and understanding of strategies to remove barriers to learning in young people
* Knowledge of the range of additional support/agencies available for Students.
* Good ICT skills
* Knowledge of career and further/higher education opportunities open to young people
* The ability to work flexibly
* The ability to find creative and imaginative solutions to problems
* The ability to produce detailed, concise evaluative reports of Programmes that are delivered.

**Attitudes**

* A commitment to and an enthusiasm for the post
* Adaptability and a professional approach to the responsibilities of the post.
* An understanding of and commitment to the equal opportunities policies of the LA, and the School.
* An eagerness to gain experience, expertise and professional development through this position.

**Other Factors**

* Attendance at some evening and early morning meetings may be required.
* The successful candidate must pass the required health and enhanced CRB checks.