

# **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Learning Mentor</b>
<b>SECTION:</b>	<b>EDUCATION</b>
<b>RESPONSIBLE TO:</b> <b>LEAD (DSL)</b>	<b>DEPUTY HEAD AND DEPUTY DESIGNATED SAFEGUARDING</b>
<b>RESPONSIBLE FOR:</b>	<b>Provision of effective learning mentor sessions and following of safeguarding procedures</b>
<b>GRADE:</b>	<b>Scale 5 – (TTO)</b>

## **PURPOSE OF JOB:**

### **Learning Mentor**

To address the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential.

To improve student attendance, wellbeing and academic success that both pre-empts and responds to students' needs in schools through the development of the Learning Mentor provision.

## **MAIN DUTIES AND RESPONSIBILITIES**

1. Be willing to be trained as Deputy Safeguarding Lead to support the DSL in ensuring safeguarding and child protection procedures are effective, monitored and evaluated.
2. Contribute to the development of policies and practices, which promote equality of opportunity, social inclusion, engagement and educational achievement.
3. Identify those children who would benefit most from a learning mentor and, working with others, draw up and implement an action plan for each child who needs particular support, (except where the pupil was already subject to an individually tailored plan).
4. Monitor and report on the implementation of all plans drawn up to remove barriers to learning for individual pupils.
5. Work closely with local community and business mentors, and take an active role in co-ordinating and supporting the work of voluntary mentors working with pupils both in and out of school, so that the mentor's efforts meet the needs of the young person in a focused and integrated way.

6. To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.
7. To facilitate the sharing of information between local agencies, schools, authorities and other learning mentors, and be the single point of contact for accessing a range of community and business based programmes and specialist support services for example, the Social and Youth Services, the Education Welfare Service, The Probation and Careers Services, and out of school study support and business and community mentors.
8. To communicate and network with other learning mentors and share best practice.
9. At all times carry out duties with due regard to the school's Health and Safety policy.
10. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
11. To work within and encourage the school's Equal Opportunity Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

## Person Specification

### Learning Mentor and Deputy Designated Safeguarding Lead

EDUCATION AND EXPERIENCE	ESSENTIAL/DESIRABLE
<ul style="list-style-type: none"> <li>A degree <b>or</b> a professional qualification relevant to the post such as social worker, teaching, youth work or other relevant qualification.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>At least three years relevant Education Welfare and/or social work and/or teaching/school -based experience.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Good maths and English grade at GCSE level</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience of working with schools in the context of pupils with behavioural, emotional and social needs and their families.</li> </ul>	Essential/Desirable
<ul style="list-style-type: none"> <li>A minimum of one year's experience of effective working with pupils/students.</li> </ul>	Essential

KNOWLEDGE, SKILLS AND ABILITY	ESSENTIAL/DESIRABLE
<ul style="list-style-type: none"> <li>Understanding of the role of an Education Welfare Officer.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Ability to provide high quality direct, accessible Education Welfare services within an equal opportunities framework.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to work closely with parents/carers and their children as supporter, adviser and advocate, whilst being able to support the Local Authority with the statutory functions with regard to ensuring school attendance.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>A working knowledge of the key principles of legislation and policy impacting on children including that relating to safeguarding and child protection and the provision of services for children in need.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Knowledge of relevant education legislation and guidance, particularly in relation to the area of supporting children with additional needs.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to advise on whole school attendance improvement and to have a positive approach to working with hard to reach families and young people.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to advise on whole school attendance</li> </ul>	Desirable

improvement.	
<ul style="list-style-type: none"> <li>An understanding of the process of education, what teachers and other staff do and the roles and responsibilities of pupils and parents.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>High levels of personal self-motivation and drive.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Collaborate well within a team.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>High quality verbal and written communication skills, including the ability to write reports, organise and maintain accurate files and information.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Excellent ability to use information technology systems, such as Microsoft Office Suite, for word processing, data entry and analysis.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Able to form and maintain appropriate professional relationships and boundaries with children and young people.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience using SIMS and willing to undertake further SIMS training.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Reliability and punctuality.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Commitment to young people.</li> <li>Awareness of issues relating to safeguarding children.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>An understanding of the principles and issues involved in improving attendance and punctuality.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Good interpersonal skills.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to establish informal yet firm relationships with students.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Confidentiality, integrity and honesty.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>First Aid at Work/prepared to take First Aid at Work training</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Able to work with accuracy under pressure and multi-task in an environment where work priorities often change at short notice. To be able to respond flexibly to changing demands in a calm manner. Good planning, organisational and time management skills.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>The person will require an enhanced DBS disclosure check</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Mentoring and Counselling skills and the willingness to develop these skills further in support of young people</li> </ul>	Desirable

<ul style="list-style-type: none"> <li>• Good working knowledge of the key legislation, entitlements, obligations and powers of all individuals engaged with children and young people.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Knowledge of a wide range of agencies working in the areas of learner support.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Ability to identify potential barriers to learning, to draw up appropriate targets and to write action plans for both pupils and teachers.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Ability to provide a good role model to young pupils.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• A commitment to helping young pupils achieve, through education and learning.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• At all times carry out duties with due regard to the school's health &amp; safety policy.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• An understanding of and a genuine commitment to Equal Opportunities.</li> </ul>	Essential