**JOB DESCRIPTION – Learning Mentor**

*Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.*

**Grade:** 5

**Hours:** 37hrs

8.30am – 4.30am (Monday – Thursday)

8.30am – 4.00pm (Friday)

Term time only

**Responsible to: Child Protection and Family Inclusion Co-ordinator**

**Responsible for:** Providing individual support to identified pupils who need this to overcome barriers to learning.

**JOB PURPOSE:**

To provide a complementary service to that provided by teachers and pastoral staff in order to address the needs of students needing help and support to overcome barriers to learning both inside and outside school in order to achieve well.

By so doing, to contribute to the work of the Academy in raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

* To develop positive one to one mentoring relationships with pupils identified as needing support.
* To devise implement and evaluate individual pupil action for pupils identified as needing support, working with teachers as appropriate.
* To co-ordinate individual support for identified students
* To work with teachers, pastoral staff, education welfare officer and other agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support.
* To establish and maintain contact with the families/carers of pupils receiving support in order to keep them informed about pupils’ needs and progress and to secure positive family/career involvement and support.
* To establish good relations and work closely with other agencies who may also be involved in supporting a targeted pupil in order that the needs of the pupil concerned are met in a focused and integrated way.
* To develop as full knowledge as possible of the range of agencies and activities, which can be drawn upon to support vulnerable pupils.
* To promote speedy and effective transfer of pupil information at points of transition
* To network with learning mentors in other Schools to ensure identification and dissemination of best practice.
* To work as a co-tutor to one of our form tutors.
* To lead /support Signs of Safety referrals, as required.
* Other duties as may from time to time be determined by the Principal

**AND** such other duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

**Safeguarding**

Employees are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

* The jobholder is expected to observe their obligations in accordance with the Academy’s Child Protection Procedure, and to report any concerns that they may have regarding a child or young person’s welfare to the appropriate person. A copy of the Academy’s Child Protection Procedure can be obtained from the jobholder’s line manager.
* ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

**Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy’s Disciplinary Procedure.

**Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy’s Health and Safety Policy and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the jobholder’s line manager and must be observed.

**Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy’s Data Protection Policy.

**Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

**Training and Development**

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

***Job Description Reviewed By: C.Turpin (October 2019)***

**Person Specification**

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| Area | **Essential** | **Desirable to various extents** |
| Qualifications | * GCSE English and Maths grade C or above | * Teaching or youth, health or social work qualification * Signs of Safety/Early Help/ Protective Behaviours Training would be an advantage. |
| **Experience** | * A proven track record of relevant work with young people in one of a range of fields including education, youth work, health and social work | * Some experience of counselling |
| **Knowledge** | * An understanding of the challenges facing young people from a disadvantaged community | * ICT literate |
| **Skills** | * The ability to identify and set targets for development for individual pupils * The ability to devise, implement and monitor individual action plans for pupils * Good inter-personal skills * Good communicator – both oral and written |  |
| **Attitudes** | * Willingness to engage constructively with, and relate to, a range of young people who may be disaffected from school or disengaged from the learning process, and with their families/carers * Willingness to work effectively with teachers and senior managers in school * Willingness to work effectively and network with a wide range of support services * A commitment to improving the lives and learning opportunities of young people * A willingness to participate in in-service training and professional development |  |
| **Personal Qualities** | * An attractive personality to whom pupils respond * Energy and enthusiasm * Self motivated and hard working * Able to work independently but also a good team member * A sense of humour * A sense of balance and perspective |  |