



Job Description Learning Mentor

Hours: 37 per week 8:00-4:00pm Monday-Thursday and 8:00am-3:30pm Friday, term time only.
(Paid for 47.36 weeks per year)

LGA Pay Scale 5 Point 13-17

Responsible to:- Director of Student Support

Job Purpose

Be responsible for:-

Supporting the engagement, attendance, and overall well-being of students who face challenges in accessing learning or attending school regularly. The successful applicant will work on a one-to-one and small group basis to help remove barriers to education and promote positive outcomes for young people at risk of disaffection, or non-attendance.

Key Areas

Support for Pupils

- Establish productive working relationships with pupils, acting as a role model.
- Support pupils with their learning both inside and outside of the classroom, especially in relation to literacy and numeracy
- Support students who struggle to come into school and/ or to make it into the classroom and/or stay there
- Develop productive learning opportunities for pupils who need to be supported to access the curriculum due to their social/emotional/behavioural difficulties
- Develop and implement Behaviour/Support/Mentoring Plans to increase and maintain students' attendance to school/ lessons.
- Facilitate small group or one-to-one interventions focused on emotional literacy, resilience, behaviour regulation, or study skills.
- Undertake the supervision of pupils who are unable to access their learning from a classroom
- Attend to pupil's personal needs and provide advice to assist in their social, health and academic development.
- Attend meetings as required, eg. KS3/4 panel meetings
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
- Challenge and motivate pupils, promote and reinforce self-esteem.☐
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance, etc.

Support for Teachers

- Support the Assistant Head responsible for transition, be involved with feeder schools and other relevant bodies to gather information on pupils with behavioural needs.

- Support Heads of Year and Director of Student Support with new admissions where a student coming to the school on a managed move, or in year transition has been out of school for a significant period of time prior to coming to Patcham High
- Work closely with Heads of Year, SENCOs, Pastoral Teams, and external agencies to ensure joined-up support.
- Support pupils' access to learning using appropriate strategies, resources etc.,
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Provide objective and accurate feedback and reports as required to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Manage record keeping systems and processes.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home-to-school community links.

Administration

- Be responsible for ensuring robust pupil tracking systems and records are maintained.
- Be responsible for the submission of relevant information to the SLT, the Governing Body and outside agencies as required.

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Share expertise and skills with others.
- Contribute to the development and implementation of the overall ethos/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Liaising with line manager to establish best working practices and ensure their implementation.
- Understand that keeping children safe is paramount in our school and that all employees must take responsibility for ensuring that any safeguarding concerns are quickly reported to the appropriate person.
- Undertake all safeguarding training required by the school.

Additional Duties

- Any additional duties and responsibilities appropriate to the grade and level of responsibility of the post.

Learning Mentor **Person specification**

Qualifications/experience

- At least GCSE grade C in English, Mathematics and Science
- Experience of working with young people (teenagers) an educational, youth work, or social care setting.

Knowledge and Understanding

- Awareness of Health and Safety
- Awareness of school policies relating to Child Protection, Behaviour and Attendance
- Understanding of the barriers to learning and attendance faced by young people aged 11–16.

Skills and Abilities

- Excellent interpersonal skills
- Adaptability
- Team participator
- Good communication skills: oral, written and ICT
- Ability to take the initiative
- Ability to mediate and resolve conflict
- Ability to deal with staff displaying symptoms of stress
- ☑ Strong interpersonal and communication skills with the ability to build rapport and trust.
- Ability to remain calm, empathetic, and patient under pressure.
- First aid or mental health first aid training.
- Knowledge of trauma-informed or restorative approaches.

Personal Qualities

- Enthusiasm and optimism
- Empathy with young people
- Sense of humour
- Patience
- Resilience
- Reliable: good timekeeping and attendance record
- High standards of professionalism
- Effective relationships with students, staff, parents
- Hard working and committed.
- Willing to go the extra mile