



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

NAME:

POST: Learning Mentor

Permanent contract

Term time only

(36.50 hours per week)

Monday: 8.00am - 4.00pm and Thursday - Friday 8.00am - 3.45pm

GRADE: B

PAY RANGE: Spinal Point 12-23

JOB PURPOSE:

- To provide a complementary service to that given by existing teachers and pastoral staff in schools in the Excellence in Cities areas, addressing 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.

Duties and Responsibilities

- To promote the speedy and effective transfer of pupil information from primary to secondary schools, across secondary schools, and within schools, and to ensure that the arrangements for those leaving the school mid-term before 16 are managed properly.
- With teaching and pastoral staff, to participate in the comprehensive assessment of all children entering or returning to school (including teenage mothers), and at the end of years 7 and 9, to identify those who need extra help to overcome barriers to learning inside and outside school.
- To 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 an individually tailored plan)
- To develop a 1:1 mentoring relationship with children needing particular support where necessary aimed at achieving the goals defined in the action plan*
- To maintain regular contact with families/carers of children in need of extra support, to keep

them informed of the child's needs and progress, and to secure positive family support and involvement**.

- To work closely with the SENCO and the senior member of staff responsible for gifted and talented provision, to ensure that the needs of gifted and talented children and those with special educational needs are met***.
- To monitor and report on the implementation of all plans drawn up to remove barriers to learning for individual pupils.
- To work closely with the local community and business mentors, and to 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.
- 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.
- 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.
- To communicate with other learning mentors and share best practice
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

Learning mentors will devote the majority of their time to those needing extra support to realise their potential.

Where appropriate, the securing of family support will mean the securing of support from the local authority.

*** Learning Mentors will personally target efforts on those at risk of underachieving, who are not the responsibility of the SENCO or gifted and talented co-ordinator.

GENERAL: Support Staff

Please note all individuals should

- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Promote and ensure the health and safety of pupils, staff and visitors at all times
- Ensure all tasks are carried out with due regard to Health and Safety and deficiencies reported immediately.
- To actively promote the equalities and diversity agenda in the workplace and in-service delivery
- Take responsibility for own professional development and use the outcomes to improve work performance and share expertise with colleagues.
- To participate in Performance Management in accordance with the generic school plan for Performance Management.
- To **lead** on relevant items on the Risk Register.
- To **lead** on the development of relevant current initiatives
- Adhere to the ethos of the school, promoting the agreed vision and aims.
- Set an example of personal integrity, professionalism and be an effective team player.
- Attend appropriate meetings as required
- Plan own work to ensure the meeting of defined objectives.
- Keep abreast of current educational developments.
- Contribute to the efficient operation of the school through regular duties.

SUPERVISION RECEIVED:

Supervising Officer's Job Title: Deputy Headteacher (Pastoral Care)

LEVEL OF SUPERVISION

- ~~Regularly supervised with work checked by supervisor.~~
- ~~Left to work within established guidelines subject to scrutiny by supervisor.~~
- Plan own work to ensure the meeting of defined objectives.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work at.

The Job Description may be subject to review and / or amendment at any time to reflect the needs of the school. These amendments will be made in consultation with the existing post holder and will be commensurate with the grade of the role.

6. REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

Job Description issued following consultation by

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Signature of Headteacher

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Signature of Post Holder

Date.....