

## Learning Mentor

### Job Description

**Division / Function:** *The Vanguard School*

**Reports to:** *Teacher / Senior Learning Mentor*

**Why**

**Job summary:**

- *To provide the highest standard of support to children with Autistic Spectrum Disorder, as well as other complex needs (where appropriate) such as PDA, OCD and ADHD.*
- *To support them in achieving positive and meaningful outcomes in line with their education / care plans and through the implementation of the SPELL framework*
- *To work in a non-confrontational and non-directive way to ensure individual needs are met*

**What**

**Principal accountabilities**

- *Provide the highest standards of support assisting children achieve their maximum potential through the implementation of the SPELL framework (training will be given)*
- *To support the children to access the school's curriculum within the school day*
- *Promote and take part in all aspects of education with children in school*
- *Contribute to the safety, protection and wellbeing of children in line with external inspection bodies*
- *Provide the highest standard of individual support and ensure appropriate attention in Individualised Educational Programmes / Individual Education Plans (IEPs)*
- *Contribute to the process of implementing and evaluating individual education plans, individual behaviour support profiles, risk assessments and communication profiles, as required by senior staff*
- *In conjunction with senior staff, ensure adequate supply and good order of equipment and materials, and maintenance of the working environment*
- *Contribute to and carry out programmes of study and IEPs as drawn up and monitored by the teacher*
- *Maintain daily records of assessment as directed by the teacher*
- *Provide a model of good practice for children and for staff*
- *Carry out specific activities as required by senior school staff e.g. playground, dinner and domestic duties, preparation of meals, laundry, administration of medication etc.*
- *Support the teacher / senior staff, as required, in planning and subsequently accompanying children in a wide range of educational visits and leisure pursuits*
- *Assume key team worker responsibilities maintaining all relevant and appropriate records*
- *Contribute to multi-disciplinary team meetings*
- *Be aware of, and follow policies, procedures and practice*
- *Mentor responsibilities for a support worker (as required)*
- *To take responsibility for specific tasks delegated by the manager*
- *To adhere to all organisational policies and procedures*
- *To work towards the Professional Standards for Teaching Assistants*

*Job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.*

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| <b>Competencies</b> | <p><b><u>I am committed to making a difference</u></b><br/> <i>I commit to Liberty Academy Trust (LAT) aims, objectives and values. I display a positive approach in the way I work and contribute to the wider needs of the organisation and its stakeholders either directly or indirectly. At work I overcome difficulties, setbacks and pressure, to get things done because I understand the impact of autism. I recognise and encourage commitment in others.</i></p>                                 |
|                     | <p><b><u>I cooperate with others to work safely</u></b><br/> <i>I understand the health and safety risks associated with my job and work responsibly with others to reduce them. I have a positive attitude to safety that causes me to care about the wellbeing of others as well as myself.</i></p>   |
|                     | <p><b><u>I maximise service users' quality of life</u></b><br/> <i>I work with key people to protect and further the interests of service users. I engage and facilitate people with autism to enhance and promote their independence and quality of life. I use SPELL consistently to create structure, predictability and bring about positive engagement. Using a person-centred approach and appropriate communication. I create positive experiences, opportunities and develop service users.</i></p> |
|                     | <p><b><u>I promote the LAT</u></b><br/> <i>I represent and promote the LAT. I influence and raise awareness by talking positively about autism and LAT services to a wider audience. I build relationships and use a range of effective persuasion and negotiation styles to champion the rights and needs of people living with autism. I search for and obtain the resources to fulfil these needs.</i></p>   |
|                     | <p><b><u>I communicate effectively</u></b><br/> <i>I use appropriate methods, styles and language to communicate to different audiences. I communicate succinctly using clear language. I listen and take account of others' views and needs. I show understanding and use logic to communicate. I check that others have received and understood the intended message.</i></p>   |
|                     | <p><b><u>I communicate effectively in writing</u></b><br/> <i>I use clear and succinct language with a high standard of grammar and spelling. I put my case positively, indicate clearly the purpose of communication and what is required from the reader. I tailor my communication to my audience to get my message across in the most effective way. I am aware of, and use, LAT brand guidelines.</i></p>  |