

Northolt High School
Job Description
Learning Mentor

Job Title:	Learning Mentor
Grade:	NJC Payscale 18 - 22 £29,408 -£32,643 actual salary (including Northolt allowance)
Line Manager:	Assistant Headteacher
Supervisory Responsibility:	None
Hours:	35 hours per week
Weeks:	Term time only

Main purposes of the job

- To provide a complementary learning mentor service to existing teachers and pastoral staff in school, addressing the needs of children who need support to overcome barriers to learning both inside and outside the school in order to achieve their full potential.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

- To develop one to one and group mentoring relationships with children needing particular support where necessary aimed at achieving the goals defined in the action plan.
- To identify those students who would benefit most from learning mentor support and manage a personal caseload.
- To contribute to the development, monitoring and reporting on the implementation of the school's learning mentor programme.
- Working with other key staff members draw up and implement an action plan for each child who needs particular support.
- To maintain regular contact with families/carers, to keep them informed of the child's needs and progress and to secure positive family support and involvement.
- To undertake a comprehensive assessment of young people referred for mentoring and to support pupils' learning in the most effective way.
- To work closely with key members of staff to ensure that the needs of the children are met, including contributing to policies and practices that will promote inclusion and engagement.
- To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals could provide extra support for pupils and recommend referrals as appropriate.
- To network with other learning mentors and share best practice.
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.

- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To work within agreed legal and ethical boundaries particularly in regard to child protection.
- To carry out duties in accordance with health and safety legislation and the school policy.
- To promote inclusion and equality of opportunity for all students in accordance with school policy.
- To supervise students in the Internal Exclusion Room as part of a rota system.
- To be part of the supervisory team for the after school home learning club on a daily basis.
- Undertake break and lunchtime student supervisory duties as and when required.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

Northolt High School
Person Specification
Learning Mentor

Essential Requirements

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed with the expectation of being able to meet these requirements.

Education and experience

1. A good level of literacy and numeracy skills with at least a qualification at GCSE grade C, NVQ Level 2, or equivalent.
2. Evidence of continuing and relevant professional development.
3. Be up to date with current practice relevant to the role e.g. safeguarding legislation and practices associated with this.
4. To have previous successful experience in working with young people on an individual and group basis in supporting their learning and development.
5. To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Knowledge, skills and abilities

6. Ability to engage constructively with and relate to a wide range of young people and families/carers with different cultural and social backgrounds.
7. Ability to work effectively with and command the confidence of teaching and senior management within the school.
8. Working with others the ability assess and review young people and family circumstances and plan appropriate responses, drawing on in school and external advice and expertise where necessary.
9. Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers.
10. Ability to engage in joint goal setting with the individual child as part of the learning action process.
11. Ability to work effectively with a wide range of support services.
12. Demonstrate competence in networking, counselling, facilitating and developing others.
13. Excellent verbal and written communication skills.
14. Demonstrate proficiency in use of ICT packages e.g. Microsoft Office.
15. Ability to monitor and evaluate own performance and achievements both quantitative and qualitative.