



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Learning Mentor
School:	Woodhill School
Grade:	Scale 4
Hours:	35 per week, 39 weeks a year - term time only
Line Manager:	School Counsellor

Job Purpose

- To provide support and guidance to children, young people and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.
- To provide a complementary service that enhances the school's mainstream teaching support provision in order to support learning, participation and encourage social inclusion.

Key Internal Contacts

- Learning Mentor team, SENCo and Deputy Headteacher

Major Tasks, Duties and Responsibilities

- To facilitate children and young people's learning and development through 1:1 and small group mentoring by identifying learning and development needs, planning for how these needs will be addressed through mentoring and reviewing the effectiveness of mentoring.

- To contribute to the identification of barriers to learning for individual children and young people and provide them with a range of strategies for overcoming the barriers.
- To develop, agree and implement a time bound action plan with groups and individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs and to maintain accurate records of work for each identified pupil.
- To support children and young people's successful transfer and transition in learning and development contexts.
- To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement.
- To support the implementation of the school's behaviour policy, including the positive handling and restraint of children and internal exclusion.
- Maintain appropriate contact with the families and carers of children and young people who have identified needs and to keep them informed about the pupil's needs and progress, and to secure positive family support for the pupil.
- To support access to specialist support services for children and young people with barriers to learning.
- To negotiate, establish and maintain effective working partnerships with other agencies and individuals in order to address needs and help remove barriers to learning for children and young people.
- To work with other members of the learning mentor team, school staff and colleagues in other trust schools to contribute to the identification and sharing of good practice.
- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.
- To meet regularly with the designated line manager to report on progress of identified pupils.

- To liaise with the staff in school to ensure that everyone understands and supports the strategies being used by the Learning Mentor team to develop the pupils' skills for learning and learning behaviours.
- To undertake relevant training and attend school/trust INSET days. Contribute to whole school policies.
- To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to class teachers/ premises team /senior management team.
- To work within and encourage the school's equality policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To carry out all duties within the framework of the school values and strategic aims of the trust and supporting policies and procedures.
- Assisting with any other duties of a similar level of responsibility as required by the Headteacher.

Person Specification: Learning Mentor

GRADE: Scale 4

REPORTS TO: School Counsellor

Criteria	Method of Assessment	Shortlisting Criteria
	AF= application form T = test I = interview	
Qualifications and Experience		
NVQ accreditation in a relevant subject or area	AF/I	
Experience of working with primary school age children	AF/T/I	Y
Proven track record of successfully working with pupils at risk of being disconnected with learning	AF/T/I	Y
Experience of working in a large primary school setting	AF/I	
Knowledge, Skills and Abilities		
An ability to communicate effectively with pupils, members of staff and parents	AF//T/I	Y
An ability to work autonomously and as part of a team.	AF/I	
Good organisation, time management, communication and interpersonal skills.	AF/T/I	Y

The ability to liaise with and gain the confidence of all school staff	I	
Knowledge and understanding of strategies to manage behaviours and remove barriers to learning	AF/T/I	Y
Knowledge of the principles involved in giving advice and guidance to pupils including the place of confidentiality and sharing information	AF	
A clear understanding of the factors which lead to educational disaffection in young people	AF/I	
Be able to apply positive handling and restraint techniques in a safe and appropriate manner.	AF/T/I	Y
Good ICT skills and ability to use ICT systems to communicate effectively and collect/analyse data	AF/I	
Adaptability and a professional approach to the responsibilities of the post.		

Additional information

We are committed to safeguarding and promoting the welfare of children, and expect all staff and volunteers to share this commitment. An Enhanced DBS check will be sought from the successful candidate.