



BISHOP VESEY'S GRAMMAR SCHOOL

JOB DESCRIPTION

Job Title: Learning Mentor with specific responsibility for BAME students
Fixed Term post during term time
September 2021 to August 2022

Department: Learning Support Team

Accountable to: Assistant Headteacher i/c Safeguarding

Grade: APT&C Scale 5/6 spinal points 12 to 22

JOB PURPOSE:

To assist with the provision of support for individual pupils from the BAME community helping them overcoming barriers to learning inside and outside school in order to achieve their potential. A vital aspect of the role will be to assist other school staff in the development and raising of academic progress and the development of character and self- esteem.

Provide support to the SENCo and/or DSL when required including contacting parents and outside agencies.

KEY DUTIES AND REPONSIBILITIES:

1.Student Guidance and Support and Working with School Staff

- To assist with the mentoring of students in terms of their academic, social, emotional and behavioural well-being:
 - To assist identified pupils in achieving targets for personal academic improvement.
 - To develop a 1:1 mentoring relationship with identified students
 - To raise the achievement of BAME students
 - To assist and support students who are underperforming in their subjects on a one-to-one basis outside the classroom as appropriate.
 - To draw up agreed action plans with students outlining the aims of the mentoring.
 - Monitor and evaluate the effectiveness of action plans and amend as appropriate
 - To listen to and support students to resolve a range of issues that are creating barriers to learning. This includes the implementation of strategies to raise students' self-esteem and to build confidence and supporting students in decision making and self-organisational skills.

- To assist students to make a successful transfer between educational establishments and transition at key stages in their learning.
- Contribute to the development of individual and group programmes to support children and young people to learn more effectively.
- To act as a motivator, role model and advocate for young people
- To liaise with parents and outside agencies as appropriate.
- To assist parents when necessary in terms of advice and signposting.
- To set up meetings with relevant individuals where appropriate to share information/support families/individual students.
- To liaise with school staff to identify pupils who would benefit from mentoring.
- To support the Heads of Year 7 and 8 where necessary and appropriate
- To support with the liaison with parents regarding behaviour incidents
- To offer support and assistance to the Assistant Head Teacher i/c of Safeguarding and the SenCo.
- To monitor the attendance and punctuality of all students in Key Stage Three
- To support the school's outreach programme in identified primary schools
- To attend Parents' Evenings and Information Evenings as appropriate.

2. Administration

- To be responsible for all administrative tasks associated with the role.
- To keep records of pupil mentoring sessions and ensure records of meetings with students on the Child Protection lists are passed onto the DSL immediately via the school's electronic system MyConcern

3. Communication

- To assist with the promotion of a positive image and meaningful communications within and outside the school community.
- To ensure efficient communications regarding pupil mentoring and welfare with relevant members of staff.
- To communicate regularly with the Assistant Head i/c of Safeguarding.
- To pass on all child welfare and safeguarding concerns to the Assistant Head Teacher i/c Safeguarding. All 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 work within the boundaries of confidentiality.
- To carry out duties in compliance to the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- To carry out duties in compliance with the School's Equality and Diversity Policy.

4. General

- To promote the safeguarding and welfare of people you are responsible for or come into contact with.
- To ensure all tasks are carried out in compliance with Health & Safety Policy and Procedures.
- Ensure all tasks are carried out in compliance with all school policies and procedures including the Equality & Diversity Policy, Data Protection Policies and Procedures, Use of Social Media and the Staff Code of Conduct.

- Undertake appropriate professional development including adhering to the principles of performance development.
- To establish professional and productive working relationships with all colleagues and stakeholders through team working and mutual support.
- 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. Parent evenings and school events as appropriate.
- Any other duties commensurate within the grade to ensure the smooth running of the school.

SUPERVISION RECEIVED

Supervising Officer: Kate Steadman – Assistant Headteacher i/c Safeguarding

Level of supervision: Plan own work to ensure objectives and deadlines are met.

SPECIAL CONDITIONS

Some additional working hours outside of normal agreed hours may be required to support parent evenings and information evenings.

PROBATION

All new employees to the school are subject to completion of a satisfactory probationary period of 26 weeks.

Signed by employee:

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Date:

Signed by Line Manager:

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Date:

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This Job Description is subject to annual review. It may be amended at the request of the line manager or the post holder, but only after full consultation with the post holder.

February 2021