Job Description

Learning Mentor

The post holder is immediately responsible to the Deputy Head Teacher.

This job description will be reviewed annually and is subject to amendments following consultation between the Head Teacher and the post holder.

Job Summary

To work in innovative ways with individuals or small groups of identified underachieving pupils, assisting them to overcome barriers to learning.

Duties and responsibilities

- As a member of the school's mentoring team, contribute to the identification of pupils to be mentored.
- Work with school staff and the individual pupils to be mentored, to agree targets and an action plan to improve the rate of progress being made in the pupils' learning.
- Develop one to one mentoring relationships with pupils to support them in the implementation of their action plans and to overcome the barriers to learning.
- Act as an advocate for young people with the school, Parents/Carers and other agencies.
- Become familiar with and implement staff codes of conduct and relevant school policies including those for child protection, equal opportunities, inclusion, behaviour and homework.
- Work closely with the school staff to ensure that mentoring activity supports and is complementary to existing structures and procedures.
- Develop and deliver programmes of activities that enhance the learning of the identified pupils by working with them in small groups or individually outside formally timetabled classes. This could take place by withdrawal from classes; at lunchtimes.
- Contribute to the management and delivery of study support programmes.
- Develop contact with the families or carers (including the Local Authority) of the identified pupils to support the pupils' action plans and the achievement of their targets. This may require home visits in collaboration with other agencies.
- Liaise with representatives of other agencies such as Education Welfare Service, Social Services, the Ethnic Minority Achievement Team and Behaviour Support teams, as required.
- Where necessary, liaise with and facilitate the work of community mentors/business mentors and pupil peer mentors in school.

- Keep careful records of interventions, undertake assessments, track pupils' progress and prepare reports, as requested by the designated member of the school's management team.
- Provide appropriate information to assist the school to liaise with feeder primary schools, other high schools, the local authority and outside agencies.
- Undertake training, networking and professional development as required by the school.
- To collaborate closely with Senior Mentors and Lead mentors to share best practice, monitor progress and evaluate the mentoring initiative.
- To participate in and contribute to school professional development programmes.
- It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all time carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

Safeguarding

- Follow the schools' policies and practices
- Keeping up to date with knowledge of child protection and safeguarding
- Promote children's welfare and provide help
- Identify concerns early to prevent concerns from escalating
- Provide a safe environment in which children can learn
- Identify children who may benefit from early help