

## JOB DESCRIPTION

Job Title	Learning Mentor
Grade	Grade 5 point 12 (£20,043 - £20,443) pro rata
Responsible to	Head of School

### Job Purpose:

- To provide support and guidance to children, enabling them to overcome barriers to learning and to raise their aspirations.

### Key Accountabilities:

#### **First area of accountability**

- Develop and maintain effective and supportive mentoring relationships with children and those engaged with them;
- Assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement e.g. in self-esteem and confidence-building activities;
- Provide the child with a range of appropriate resources and strategies to address these barriers;
- Mentor children on a one to one or group work basis;
- Develop, agree and implement a time bound action plan with groups and individual children, and maintain accurate records of work for each identified child;
- Plan and record all one to one and group work sessions in advance and communicate this information to line managers and other staff supporting children.

#### **Second area of accountability**

- Work within an extended range of networks and partnerships to organise support and learning opportunities, and improve the quality of services to children;
- Support looked after children and their families;
- Contribute to the identification and sharing of good practice across STEP Academy Trust;
- Meet regularly with the SENCo and SLT to report on progress of identified children;
- To model practice on the playground when interacting with children;
- Liaise closely with staff in the Academy, so that everyone understands and supports the strategies being used by the Learning Mentor;
- Attend training and professional development sessions.

#### **Third Area of Accountability**

- Provide a complementary service, which enhances existing provision, in order to support learning, participation and encourage social inclusion;
- Assist vulnerable children to make a successful transfer between educational establishments and transition at key stages in their learning;
- Contribute to the identification of barriers to learning for individual children and provide them with a range of strategies for overcoming the barriers;
- Set up and run a range of therapeutic interventions;

#### ***General***

- Promote the agreed vision of STEP Academy Trust.
- Be committed to raising standards of achievement.

- Provide a safe, welcoming, organised, creative and interesting learning environment.
- Be aware that each child has a right to equal opportunities and equal access to the curriculum.
- Implement all the policies agreed by STEP Academy Trust and the Strategic Governing Body.
- Maintain high expectations and insist the children always produce their best.
- Maintain good order and discipline amongst the pupils when they are in school and engaged in school activities elsewhere.
- Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.
- Work collaboratively with colleagues, setting high professional standards.
- Take an active part in the life of the Academy.

#### ***Other Responsibilities***

- Participate in scheduled meetings.
- Participate in the Academy's arrangements for performance management and other professional development activities.
- Safeguard the health and safety of all children.

#### Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

#### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

#### Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

#### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

#### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

#### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

#### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

#### Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular

duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

## PERSON SPECIFICATION

Job Title: Learning Mentor

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
<b>Qualifications &amp; Experience</b>					
1.	Higher Level Teaching Assistant qualification, NVQ Level 3 or equivalent qualifications and experience.		√		
2.	GCSE English and Maths, Grades A* - C, and high standard of spoken and written English	Qualifications at A-level and above	√	√	
3.	Experience of successfully addressing the needs of pupils at risk of underachieving.	Experience of working with children in a primary school setting.	√		
4.	Proven track record of improving children's behaviour, motivation and attitudes towards learning	Experience of counselling and group work.	√	√	
5.	Experience of maintaining detailed monitoring and progress record systems.		√	√	
<b>Knowledge &amp; Understanding</b>					
6.	Understanding of the principles of child development and learning processes, particularly barriers to learning.		√	√	
7.	Working knowledge of the national curriculum and other relevant learning programmes.		√	√	
8.	Knowledge and understanding of a range of support services and providers.		√	√	
<b>Skills &amp; Abilities</b>					
9.	Ability to plan effective actions for children at risk of underachieving		√	√	√
10.	Ability to communicate well with adults across a range of services		√	√	
11.	Ability to form appropriate relationships and personal boundaries with children		√	√	√
12.	Ability to work constructively as part of a team, and promote a positive school ethos		√	√	
13.	Ability to think creatively and actively seek solutions to problems.		√	√	
14.	Thorough understanding of and commitment to equality of opportunity		√	√	
15.	Knowledge of safeguarding and child protection issues.		√	√	
<b>Personal Skills and Attributes</b>					

16.	Able to demonstrate emotional resilience, and willing to face new challenges with enthusiasm and positivity.		✓	✓	
17.	Ability to work independently and on own initiative; take responsibility for own professional development.		✓	✓	

