

Carden Primary School

JOB DESCRIPTION

JOB TITLE: C grade Learning Mentor

REPORTS TO: Head Teacher

DEPARTMENT: Children & Young People's Trust

PURPOSE OF JOB

To provide a complementary service to existing teachers and pastoral staff in school, addressing the needs of pupils who need help to overcome barriers to learning both inside and outside the school, in order to enable these pupils to achieve their full potential, enable schools to improve attendance and raise standards of achievement and behaviour of pupils.

PRINCIPAL ACCOUNTABILITIES

1. To promote the Learning Mentor programme within the school positively, ensuring the school's commitment to inclusion is facilitated through mentoring
2. To help develop the Learning Mentor programme with SLT members, regularly sharing information with the school's management team to help inform the school's priorities for vulnerable groups.
3. To identify vulnerable groups of students within the school whilst planning and implementing an effective support package which meets their needs.
4. Working with teachers and other professionals, to identify those pupils who would benefit most from a learning mentor. To assist in drawing up and implement an action plan for each pupil who needs particular support, (except where the pupil was already subject to an individually tailored plan), in order to ensure individuals are able to access relevant services to support their social, emotional, and educational needs inside and outside of school.
5. To develop a 1:1 mentoring relationship with the identified pupils, supporting their emotional intelligence, i.e. development, and working together with them to achieve the goals defined in the action plan.
6. To work with the team to deliver our social, emotional and mental health provision
7. To maintain regular contact with families/carers of pupils in need of extra support, to keep them informed of the pupil's needs and progress, and to secure positive family support and involvement.

8. To provide regular feedback to the SENCO, the pupil, the parents, teachers and other professionals, as appropriate, regarding progress made by individuals and advise/recommend further support required to ensure that agreed goals are achieved.
9. With teaching and pastoral staff, to participate in the comprehensive assessment of all pupils entering or returning to school, to identify those who need extra help to overcome barriers to learning inside and outside school.
10. To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.
11. To network with other learning mentors and share best practice, attend training and other learning activities, as required
12. To make presentations to school governors, SLT, whole school and other identified groups.
13. To assist in the delivery of training for Child Protection/Safeguarding and behaviour management.
14. To support with supervision and intervention with key pupils at lunchtime and breakfast clubs.

General Accountabilities

1. To be prepared to implement the Council's Equalities Policy at all levels appropriate to the job and at all times carry out his/her duties with due regard to the Council's Equalities Policy.
2. To comply with the provisions of legislation relating to health and safety, and with the Council's, Directorate's and Schools' health and safety requirements, particularly with regard to agreed codes of practice and safe methods of working.
3. To undertake such other duties appropriate to the grade and character of the work as may be reasonably required.

You must be prepared to implement the Council's Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the Council's Equalities Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

JOB TITLE: Learning Mentor

GRADE: C Grade

DEPARTMENT: Children & Young People's Trust

SECTION:

Criteria	Essential Criteria
Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• NVQ 3 in a relevant area, e.g. teaching assistance, or equivalent qualification or experience across the Primary range• To have an understanding and knowledge of the school curriculum and principles• Very good numeracy and literacy skills.• An understanding, with particular regard to EYFS and KS1, of principles of child development and learning processes and in particular, barriers to learning.• To have an understanding and knowledge of attachment difficulties• History and commitment to enhancing professional practice through CPD, such as Boxall Profile Nurture Groups, triple P, family SEAL, PSHE courses etc.
Experience	<ul style="list-style-type: none">• To have significant experience of working within a primary school setting• Significant and successful experience of working with and supporting families and children working as a Learning Mentor and delivering small group emotional literacy work• Proven experience of working successfully with disaffected pupils, including those with challenging behaviour.
Skills & Abilities	<ul style="list-style-type: none">• Ability to collaborate with colleagues in developing an effective pupil support programme.• Ability to develop and facilitate additional support for parents/carers such as parenting support groups.• Ability to engage constructively with, and relate to, a wide

range of young people and families/carers with different social and ethnic backgrounds.

- Ability to communicate well with young children, understand their needs and engage in joint goal setting with the individual child as part of the learning action planning process.
- Ability to relate to children about behaviour issues and to demonstrate and promote positive values and behaviour.
- Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers.
- Ability to work effectively with, and command confidence of, teaching staff and senior management within the school.
- Ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-school and external advice and expertise, where necessary.
- Ability to work effectively with and network with a wide range of supporting services in both the public and private sectors, and draw on a wide range of support, information, opportunities and guidance.
- Ability to work as part of a team but also independently, manage own time well and possess good organisational skills and display excellent initiative.
- Able to prepare written records, for example reports to feed into the general school report for each pupil, and keep accurate, up-to-date records.
- Have an understanding of issues to do with child protection.
- Competent with use of information technology.

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Other Requirements

- Prepared to undertake training relevant to the requirements of the job.
- Demonstrate a commitment to continuing professional development.
- Willing and able to travel between schools and work effectively in different environments.
- Attend after school meetings and parent information evenings where appropriate.