

Job Description

Alternative Provision Learning Mentor

Responsible to: Senior Learning Mentor (The Bridge) and Assistant Headteacher Inclusion

Salary: Grade C Scale 5 Point 13 (£26,873-£28,770 FTE. **Actual salary: £24,475 pa** (37 hours per week)

Hours: 8.00am - 4.00pm Mon -Thurs / 8:00am – 3:30pm Friday

Purpose

- To work with students at the school's on-site alternative provision hubs.
- To support and enable students with behavioural needs to reach their potential.

Main responsibilities

Support for Pupils

- Establishing productive working relationships with students.
- Supporting students with their learning both inside and outside of the classroom.
- Developing productive learning opportunities for students at 'The Bridge' and 'ALP'.
- Delivering pastoral support to pupils.
- Attending to pupil's personal needs and provide advice to assist in their social, health and hygiene development.
- Providing information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
- Challenging and motivating pupils, promoting and reinforcing self – esteem.
- Providing feedback to pupils in relation to progress, achievement, behaviour, attendance, etc.

Support for Teachers

- Supporting transition and managing liaison of students entering and exiting The Bridge and ALP.
- Supporting pupils' access to learning using appropriate strategies, resources etc.
- Providing objective and accurate feedback as required to other staff on pupils' achievement, progress and other matters
- Establishing constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning.
- Accessing relevant training

Administration

- Managing record keeping systems and processes.

Other

- Awareness of and support differences and ensure equal opportunities for all.
- Contributing to the development and implementation of the overall ethos/aims of the school.
- Developing constructive relationships and communicating with other agencies/parents/carers.
- Participating in training and other learning activities and performance development as required.
- Recognising own strengths and areas of expertise and use these to advise and support others

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

Person Specification

Alternative Provision Learning Mentor

The following outlines the criteria for this post.

Qualifications

- GCSE English minimum grade C or 4
- GCSE Maths minimum grade C or 4
- Good ICT skills
- First Aid (training will be given if necessary)

Experience

- Experience of dealing with confrontation
- Experience of working with young people

Skills and Abilities

- Ability to be resilient, flexible and adaptable to respond to the varying requirements of the role and change plans at a moment's notice
- Ability to exercise initiative and work independently and as part of a team
- Have a high level of communication and interpersonal skills and have the ability to communicate with disaffected young people and their families
- Ability to be self-motivated
- Ability to remain enthusiastic, calm and consistent in stressful and difficult situations, to handle difficult situations with sensitivity and confidentiality and to be non-confrontational
- Ability to collaborate with others and build effective relationships
- Ability to reflect critically on own work

Knowledge

- Knowledge of the different ways in which children and young people can be harmed and knowledge of relevant requirements and legislation concerning Child Protection and safeguarding

Behaviours

- Ability to behave and communicate in a professional manner at all times
- Ability to thrive under pressure
- Ability to adapt and manage change at short notice
- Ability to manage stress in a healthy way
- Ability to model good practice at all times
- Ability to work effectively using own initiative
- Ability to be thorough and reliable
- Ability to work effectively as part of a team