



St George's Academy

“Aiming high to achieve excellence for all”

CHILD IN CARE (CIC) LEARNING MENTOR Job Description

Salary: NJC Scale 5
Contract type: 39 working weeks
Responsible to: Family Support Manager or other designated person

PURPOSE OF JOB

This Child in Care Learning Mentor will:

- Support the work of the Academy's Family Support Manager, in supporting Key Stage 3 and Key Stage 4 CIC students and their carers on our Sleaford Campus

MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies.

Student Attendance

- Work with all parties to monitor attendance and include all relevant outside agencies to support.
- Assist with home visits with a member of Academy staff.

Progress

- Work with the Academy Pastoral Team to co-ordinate school involvement in EPEP/TAC/CIC/CIN meetings and inform teachers of support required. This will include taking a lead in TAC / CIN meetings and representing the Academy as the lead professional in an multi-agency meetings required.
- Support student progress linked to interim grades, teacher reports.
- Meet students in school for meetings where relevant to support additional emotional needs.
- Meet with carers about social issues and put strategies in place to support the student.
- Work closely with outside agencies to ensure the correct support is provided.
- Support SEN needs to ensure access to effective support.
- Ensure safeguarding issues are directed to the Safeguarding Officer.

School

- Attend daily Student Progress Managers' meeting to share information and agree a way forward.
- Attend relevant meetings with teachers to inform them of concerns. Support creating student profiles for teachers.
- Support the Family Support Manager to investigate and resolve persistent bullying issues in school.

GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential

- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- Cover of the school's needs throughout the day
- Appropriate cover for colleagues when absent for any reason

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

Job Description Agreement

Employee Name:	
Job Title:	
I declare that I have read and understood the Job Description and Person Specification for the role and have sought clarification of any points where required.	
Signature:	
Date:	

PERSON SPECIFICATION

CHILD IN CARE (CIC) LEARNING MENTOR

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with young people aged 11-19 • Proven track record of successfully working with disaffected young people requiring extra welfare support • Experience of working with families/carers 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with outside agencies and professionals 	Application form Application form/interview Application form/interview
2. KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information • Good level of ICT skills including knowledge of Microsoft Excel, Word and Power Point. • Understand the importance of safeguarding within a school environment • Knowledge and understanding of strategies to remove barriers to learning in young people • Knowledge of how to adapt and deliver support to meet individual needs • Knowledge of data protection and confidentiality procedures • Knowledge of legislation relating to school attendance 	<ul style="list-style-type: none"> • Knowledge or working practice in the education sector and/or schools/academies 	Interview and Application form Interview and Application form Interview and Application form Interview Interview and application form Interview and application form

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
3. SKILLS AND APTITUDES	<ul style="list-style-type: none"> • An ability to display an understanding of the social/welfare issues as they affect children/families and schools • An ability to communicate effectively with students, students, parents and multi agencies • Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances • Ability to make sound judgements when prioritising tasks and knowing when to refer • An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving • Good interpersonal and communication skills (both oral and written) with the ability to relate to all levels of staff. • The ability to critically evaluate own performance • Flexible with effective time management skills • To demonstrate empathy, communication, listening and interpersonal skills when dealing with children, colleagues and parents/carers 	<ul style="list-style-type: none"> • Ability to find creative and imaginative solutions to problems 	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Level 2 or 3 qualification in a relevant discipline or equivalent experience for working with young people aged between 11-19 • Educated to GCSE (grade 4 or above, A* to C) level or equivalent including Maths and English • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Relevant level 4 qualification 	<p>Application form</p> <p>Application form</p> <p>Application form/Interview</p>

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
5. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> • Calm and patient when dealing with others • Demonstrates accountability and ownership for own work duties and activities • An ability to work within a team environment and be supportive of the overall team effort • Demonstrates a 'can do' approach, self-motivation, ability to prioritise work and the ability to work autonomously • Attendance at some evening and early morning meetings may be required. • Have a clear vision and strong commitment to inclusion and how this can be achieved for students 	<ul style="list-style-type: none"> • Ability to travel to work across the Academy's two campus sites. 	<p>Interview Interview Interview Interview Application form / interview Interview</p>