

JOB DESCRIPTION

Job Title	Family Learning & Play Mentor
Band/Job Group	Band D
Hours/Weeks	37 hours per week – Term Time Only (+2 weeks)
Special Conditions	Holidays not to be taken during term time
Thematic Area	Children & Young People's Service
School	All Saints C of E Primary
Responsible to	Head Teacher

Job Summary

- **Promote and contribute to the implementation of our play strategy & wellness work.**
- **Support families in ready to learn & school readiness workshops.**
- **Act as a mentor in school for pupils including those who might be disadvantaged and/or more vulnerable.**

Additional duties and responsibilities

- Contribute to a positive and inclusive school culture.
- Contribute to the development of the outside playground space, ensuring that game zones and opportunities for free and imaginative play are well resourced, well-used and have an impact on a child's ability to develop relationships and their physical development in line with key school initiatives.
- To support activities during lunchtime by maintaining a visible presence on the playground
- Co-ordinate family play sessions; stay & play and workshops including in the forest as part of our play strategy.
- Deliver afterschool clubs- including those to targeted groups-to foster interests and secure engagement so that all children are able to flourish.
- Co-ordinate and deliver agreed holiday clubs.
- Be part of staff working parties, family support work and interventions to contribute to discussions on pupil progress & supporting any family complexities.
- Liaise with class teachers and phase leaders to contribute to the tracking of a reduction of any poor behaviour choices and improved levels of engagement for targeted children.
- Work along-side the pastoral leads to help develop and plan creative and innovative adaptations to the curriculum to support pupils including those with additional needs to ensure attendance and access to their school day.
- Be a positive role model to children, listen and act as their advocate ensuring safe, supportive spaces where they feel heard and understood.
- Being hands-on and able to react to supporting pupil interventions in the school day to support pupils in being responsible, resilient and able to contribute positively.
- Ready to respond and use de-escalation techniques & interventions including planned movement breaks, sport therapy, forest exploration, crafts and play to help learners to re-engage with learning.
- Ensuring any First Aid issues are attended to in line with school procedures.
- To adhere to all school policies and procedures and the high standards expected by the school.
- To follow the school's Behaviour Policy and Procedures when dealing with poor behaviour making necessary adaptations to meet the needs of all pupils; supporting our highly inclusive school.
- To follow all health, safety and welfare requirements in accordance with Local Authority policies and to take due and reasonable care of self and others in respect of Health and Safety at work. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

- To ensure that child protection concerns are acted upon appropriately, effectively and immediately in line with procedures, reported to the appropriate person and dealt with in a sensitive, confidential manner.
- Evaluate events and activities and contribute to the development of the service including making recommendations for change and development of activities.
- To work flexibly as part of the school's Pastoral and Family First team maintaining clear communication links to support the care, development and learning environment.
- Work alongside the operations team to co-ordinate family support programmes and events in order to plan appropriate activities linked to school priorities and those linked to the Pupil Premium Spending Plan.
- To attend training or meetings, to keep up to date with current good practice.
- To perform any other duties as deemed necessary by the line manager that may reasonably require and are within the level of responsibility for this post.

All staff within the schools will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Young People's Act.

To participate in the operation of the Council's Personal Performance Development Scheme.

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, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.



PERSONNEL SPECIFICATION

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Thematic Area	Children & Young People's Service
School	All Saints CofE Primary School
Responsible to	Head Teacher

Sickness Absence and Disability, Physical	A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.
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	<p>Able to join in fully with active play and model and demonstrate playtime enrichment activities and games. Able to respond and be dynamic.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	NVQ 3 in childcare related or equivalent that is relevant to work with young people
Experience	<p>Experience of working with Primary aged and pre-school children.</p> <p>Some experience of working with vulnerable or disadvantaged families and children.</p> <p>Experience of working with families to support learning, play and well-being.</p> <p>Knowledge and understanding of equal opportunities</p> <p>Knowledge of health and safety issues</p>
Training	Willingness to undertake further job-related training as appropriate.
Special Knowledge	<p>Awareness and understanding of child development and meeting children's needs. Ability to interact and implement age-appropriate activities for children. Health and hygiene awareness or certificate would be beneficial but not essential.</p> <p>Some prior knowledge of child protection procedures and issues.</p>
Circumstances	Willingness to work flexibly to meet the requirements of the post as needed.
Disposition	Positive role model to children. Calm, patient and resilient. Good communication skills. Empathetic and approachable. Open-minded, proactive and non-judgemental. Ability to build strong relationships with pupils and families.
Practical and Intellectual Skills	Professional and reliable. Understands and adheres to confidentiality. Good organisational skills. Ability to work within a team. Can follow Health & Safety Procedures. Can evaluate success of enrichment activities and adopt and develop as necessary. Can follow schools' behaviour policy.
Legal Requirements	Enhanced DBS check for regulated activity

