

## Learning Mentor (Support Staff)

<b>Job Title</b>	Learning Mentor
<b>School</b>	Harbour School Dorset
<b>Grade</b>	Grade E
<b>Salary</b>	£20,443-£22,129 - Actual Salary £16,312-£17,657 for Part time/term time working
<b>Reporting to</b>	Member of the Middle Leadership Team
<b>Hours</b>	34.5 per week – Term time only
<b>Contract</b>	Permanent
<b>Any Special Conditions of Service</b>	Some flexibility in working hours for which prior notice will be given and work during student lunch hour. Home visits. Travel around the borough.  A policy of no smoking  Casual Car User Allowance

### Main Purpose of the job

You will:

- Assist Harbour School Teachers and other relevant staff in supporting students in line with HSD Policies and students EHCP.
- Supervise and support targeted students both individually and in groups.
- Help students achieve learning and behaviour targets as specified in Individual Programmes.
- Liaise closely with parents/carers and other professionals and to develop effective partnerships in the interests of the child/young person.

### **Duties and Responsibilities**

You will:

- Motivate and support students in a variety of learning situations in a variety of settings. For example: in schools; in study groups; in college; at leisure / sporting centers; with individuals and with groups.
- Supervise students during breaks, lunchtimes, before and after school e.g. breakfast clubs, homework clubs, as well as activities/visits out of school.
- Help students develop, study and with organisational and social skills.
- Build student's confidence and motivation.

- Support students using IT resources including audio visual equipment and computer equipment.
- Oversee students working on individual programmes and in small groups.
- Support behaviour and attendance programmes.
- Improve relationships with parents/carers by having meetings and consulting with them regularly.
- Promote regular attendance, this may include transporting / escorting students.
- Mentor students and refer them to specialist services where appropriate.
- Monitor and record the progress of target students.
- Liaise with teaching staff, parents, outside agencies as necessary building meaningful relationships by communicating effectively with your colleagues, The Governing Body, other professionals within the Local Authority, Voluntary agencies.
- Participate in further training/professional development programmes in order to improve your own teaching.
- Maintain an awareness of your role in Behaviour Management methods and techniques and to implement Trust and Harbour School policies in relation to these and to undertake regular training as required.
- Contribute to planning and review meetings.
- Develop effective professional and constructive relationships with colleagues

### **Additional Duties**

In addition to core responsibilities, most Learning Mentors will lead/develop one or two additional areas of provision such as:

- A vocational area
- Parental engagement / parenting programmes
- Emotional Literacy programs
- Targeted Mental Health Programmes
- Social Skills
- Workskills
- Outdoor Learning / Forest School
- Positive Attendance strategies
- Induction & Assessment
- Assessment & Interventions
- Mentoring
- School council and student voice
- Rights Respecting Schools Programme

### **Health/Safety/Welfare**

You will:

- Be responsible for your own health, safety and welfare in accordance with the School's policy and the Health and Safety at Work Act, 1974.
- Be responsible for the Health, safety and welfare of any student being supervised.
- Maintain good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment

- Perform your duties in accordance with School's Equal Opportunities Policy and Safeguarding Procedures.
- Perform all duties efficiently and with the utmost care and confidentiality.

### **Personal and professional conduct**

You will:

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the School/Trust, and maintain high standards of attendance and punctuality
- Understand and act within the frameworks setting out their professional duties and responsibilities
- Be required to safeguard and promote the welfare of students, and follow school policies and the staff code of conduct.

### **Other**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that you will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

The duties of the post will be reviewed annually and after due consultation with the post holder and if she/he wishes, with his/her trade union representative, changes in duties may be made in the light of the requirements of the service.

## Person Specification – Learning Mentor

Criteria	Essential	Desirable
<b>Qualification and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children in one of the following settings:               <ul style="list-style-type: none"> <li>○ School – primary / secondary/ PRU</li> <li>○ Further education</li> <li>○ Social Services setting</li> <li>○ Voluntary agency</li> <li>○ Education Welfare</li> <li>○ Health Service setting.</li> <li>○ Youth Service</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Desired qualifications in ASC (formerly ASD)</li> <li>• First Aid Certificate</li> <li>• Experience of producing curriculum / teaching support materials.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• English and numeracy at a minimum GCSE grade C</li> <li>• Ability to respond appropriately to anti-social behaviour, i.e. avoid confrontation, stay calm, non-judgemental</li> <li>• Ability to work with parents / carers in difficult situations</li> <li>• Familiarity and basic competency with ICT</li> <li>• Communicate effectively both verbally and in writing to children, parents and professionals e.g. writing letters.</li> <li>• Help children to work on specific activities / tasks</li> <li>• Work as part of a team</li> <li>• Work with a variety of professionals and agencies</li> <li>• Use own initiative and operate independently when required.</li> <li>• Maintain optimistic and motivational attitude to young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of strategies used in dealing with young people with learning and behavioural difficulties.</li> <li>• Experience of the Internet and email.</li> <li>• Experience of using Microsoft Office</li> <li>• Experience of assisting students in the use of ICT. Skills and knowledge in ASC teaching strategies such as TEACCH/PECS</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Share our vision</li> <li>• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• A belief that ALL students have the right to an education</li> <li>• Resilience – tomorrow is a new day with new opportunities</li> </ul>	

<b>Other factors</b>	<ul style="list-style-type: none"> <li>• Willingness to work over student lunch hours and in different locations.</li> <li>• Ability to support with adventurous activities/sports which take place offsite</li> <li>• Home visits</li> <li>• Escorting students to school / interviews / leisure activities etc.</li> <li>• Satisfactory pre employment checks including DBS, references and full career history</li> </ul>	
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**Notes:**

This job description may be amended at any time in consultation with the postholder.