



Batley Multi Academy Trust

Batley Girls' High School
Upper Batley High School

Healey Junior, Infant and Nursery School

Field Lane Junior, Infant and Nursery School

Batley Grammar School

www.batleymat.co.uk



Ensuring Exceptional Educational Outcomes For All



Job Title: Learning Mentor	Grade: Grade 7 (Pending Job Evaluation)
Department: Pastoral	Accountable to: Assistant Head Culture
Contractual Terms: Permanent/ Term time plus one week	Responsible for: n/a

Overall Purpose of the Job:

To work as part of a team including teachers and other staff to support students to overcome barriers to learning, in order to achieve their full potential. Provide practical support for learning, educational activities, developing social skills, integration and for securing students' physical and emotional wellbeing. Key areas include:

- Teaching Support
- Student Support and Mentoring at key times
- Curriculum Activities

Key Duties and Responsibilities:

- Provide classroom support, working with individuals and small groups and to cover whole classes for short periods, as directed.
- Supervise small groups of students for whom work has been set.
- Assist Teachers in the comprehensive assessment of all children selected by the Teacher/ SLT, to identify those needing extra help to overcome barriers to learning inside and outside school.
- Promote a positive, optimistic attitude to learning, behaviour and achievement within the school acting as a role model, with students and families. Challenge and motivate students, take advantage of opportunities to improve, promote and reinforce self-esteem.
- Develop a mentoring relationship with students needing particular support in identified lessons.

- Working with students, their families and colleagues, particularly those in core areas. Be aware of the importance of good achievement and its impact on the life chances of students.
- Work with students in a wide variety of ways to provide support in achieving their targets, developing, refining and sharing strategies.
- Maintain accurate records in accordance with agreed processes.
- Liaise with Teachers and monitor student progress to judge the effectiveness of the support and provide objective and accurate and timely feedback and reports as required, to Teachers and other staff on students' achievement, progress and other matters, and to the student.
- Liaise with colleagues in other key stages to support the successful transition of referred students.
- Assist in developing pastoral programmes for identified students.
- Within the performance management structure of the school, identify training needs, engage in training activities and respond to actions suggested to improve performance. Undertake relevant training and development as required from time to time by the line manager or Headteacher.
- Contribute to the overall ethos/work/aims of the school.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Undertake any such duties commensurate with the post as directed by the line manager or Headteacher.

Additional Information

As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.

A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.

Develop and maintain an awareness of mental health issues affecting both colleagues and students and act in a supportive way that helps others and enables them to be open about any issues affecting them.

The postholder is required to uphold and promote the Trust's policy relating to Equality of Opportunities and other policies designed to protect employees or stakeholders from harassment.

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Please note:

E = Essential criteria to be able to undertake the job

D = Not essential to undertake the role but would be beneficial

A = Application Form

I = Interview/Assessment process

Criteria		Essential/ Desirable	How Assessed	
Qualifications:	The role requires a Level 3/ A-Level qualification, or equivalent	E	A	
	Willingness to attend relevant training courses	E		
Experience:	Considerable experience of working with young people and families	E	A/I	
	Considerable experience of working successfully with students, including those that face barriers to learning	E	I	
	Considerable experience of working within an educational/multi agency setting	E	A/I	
Knowledge and Statutory Requirements:	Specialist theoretical and practical knowledge of the Trust's policies, processes and procedures	E	A/I	

Planning, Organisation and Mental Challenge:	Ability to respond to situations in a timely manner Ability to interpret information/ situations and solve varied problems/ develop solutions and plans. Good time management skills, prioritisation skills	E E	A/I	
Interpersonal & Communication:	Excellent interpersonal skills Excellent persuasive, influencing and networking skills with the ability to handle difficult situations with sensitivity, confidentiality and discretion at all times Confident and enthusiastic	E E E	A/I	
Physical Skills and Demands:	Good keyboard skills	E	I	
Initiative & Independence:	Ability to work within recognised procedures and respond to unexpected problems and situations, liaising with the line manager on unusual/ difficult problems.	E E	A/I	
Emotional Challenge and Resilience:	The post holder will be expected to deal with students who regularly place emotional challenges and may occasionally face significant emotional challenges	E	A/I	
Personal Qualities:	Ability to be a good role model to young people - demonstrate and promote positive values, attitudes and behaviour Remain calm under pressure Commitment to raising achievement and improving the educational experiences of all students Proactive and self-motivated Ability to work well in a team Resolution and problem solving Ability to work with integrity, confidentially and with discretion	E E E E E E E	I	

Working Conditions: The post holder will work in a classroom environment and with groups of students and could have some exposure to people issues throughout the working day.

Main Contacts: The post holder must always project a professional image when dealing directly with the Headteacher, SLT, MLT, Teachers, students, Governors, parents/carers, external bodies and colleagues.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: June 2022

Signature of Post holder:

Date:

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.