THE CHERWELL SCHOOL

Opportunity, Responsibility, Excellence

Learning Mentor (CWCF)

Job Description

Responsible to: Attendance and Inclusion Officer

Salary Scale: Grade 6

Working Time: 36.25 hours per week, term-time only
8.15am – 4.00pm; Monday to Friday

Job Purpose:

The CWCF (Children We Care For) Learning Mentor will join a team of Learning Mentors who offer support to students across the school who are in receipt of the Pupil Premium. The CWCF Learning Mentor has a specific focus on the wellbeing and attainment of Looked After Children.

Main Duties

- To support our CWCF students to attain academic excellence.
- To support the progress and attainment of CWCF.
- To support the attendance of CWCF.
- To arrange and lead PEP meetings and liaise with external professionals.
- To attend and contribute to CWCF Reviews.
- To develop and maintain effective and supportive mentoring relationships with Children we Care for and their carers.
- To work as an advocate for CWCF to ensure their voice is heard.

Develop Supportive Mentoring Relationships

- Helping students to excel in their subjects on a one-to-one basis, or in small groups.
- Drawing up action plans with students in line with the targets agreed at the PEP meetings and working with subject staff and pastoral teams to ensure these targets are met.
- Implementing strategies and supporting students in developing an independent approach to their learning.
- Monitoring data to ensure students are making progress and adapting support where necessary.
- Monitoring the wellbeing of previously LAC and adopted children and those with SGOs.

Supporting Learning, Participation and Social Inclusion

- Promote inclusion and equality, encourage participation in extra-curricular activities.
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community.
- Support students in making decisions that affect their lives.
- To work with students to raise their academic and social aspirations.
- To support children and young people's successful transfer between Key Stages.
- Contribute to processes and procedures for improving attendance.
- To establish positive links with carers.

Working in Partnerships

- To provide relevant information to the Attendance and Inclusion Officer in order to support their work with families of CWCF.
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training.
- Provide regular feedback to relevant staff.
- As directed, provide clear evidence and reports to inform common assessment framework and child protection cases.
- Attend meetings with carers and year teams as requested.

Maintaining Professional Competencies

- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.
- To attend training and professional development sessions where appropriate.
- To meet regularly with the designated line manager to discuss case load of identified pupils and other Learning Mentor activities, make use of advice and supervision to develop competencies.

Supporting the School

- Maintain confidentiality of information in line with the policies and procedures of the school.
- Support school evaluation by providing evidence demonstrating how Learning Mentor provision supports student progress.
- Complete the administrative duties relevant to the role of Learning Mentor, including planning, record keeping, database and reports.
- To undertake other duties, appropriate to the post, as may be required from time to time.
- To comply with the school policies.
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training.

Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines.
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

October 2021