



Deighton Gates Primary School

Learning Mentor C1-C3

Job Title: Learning Mentor

Grade: C1 - C3

Hours: 32.5 hours per week, term time only

Purpose of the Role:

- To support pupils' emotional well-being and help them overcome barriers to learning, encouraging positive habit and resilience, ensuring every child can thrive and achieve their best.
- Working with families to ensure consistent support between home and school.

Main duties:

- Liaising with teaching staff to co-ordinate the approach to support to targeted pupils in to raise achievement and provide support to enable them to overcome barriers to learning.
- Work as a team with school staff in order to assess individual needs of each targeted pupil.
- to work closely with pupils and families to improve attendance.
- Identification of those pupils who need extra help to overcome barriers to learning inside and outside school.
- In liaison with teaching staff, develop and implement individual action plans for targeted pupils who need particular support.
- To develop a 1:1 relationship with pupils requiring particular support with the aim of addressing points defined in the action plan and engaging them with activities and opportunities.
- Undertake home – school liaison activities, including home visits, in order to keep parents / carers informed and to secure positive family support and involvement.
- Monitor the implementation of all plans and provide feedback to the pupils of progress and achievement.
- Use knowledge of the range of activities, courses, opportunities and organisations available to students to provide extra support for pupils.
- To network with other learning mentors and share best practice.
- Develop a range of study support activities such as visits to study support centres, homework and after school clubs that clearly address the specific needs of identified pupils and support the actions detailed within individual action plans.
- Maintain accurate records and prepare written reports and evaluations.
- Support the development / implementation of activities to encourage family / carer involvement within school.

- Liaison with external agencies, such as health professionals and Attendance Improvement Officers to support pupils.
- To be a Designated Safeguarding Officer.
- To oversee school attendance, working with EPOS cluster, other agencies and families.

Health & Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety and Welfare

Continuing Professional Development:

- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training in order to develop skills for the post.
- Maintain a portfolio of evidence to support the Performance Management process-evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head teacher or the incumbent of the post.

Any special conditions of service:

No smoking policy. Requirement to occasionally work outside of school hours and off school premises as required by the school.

This school and cluster is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

The postholder should be able to demonstrate the following criteria (marked as either Essential or Desirable) for the post within the context of the specific role. Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

**Method of Assessment (MOA) – A = Application Form T=Test I=Interview
C=Certificate**

EDUCATION AND QUALIFICATIONS	Ess	Des	MOA
Good standard of education or relevant experience.	X		A/I
An NVQ in childcare, playwork, family support or related area and/or relevant experience of working with parents, carers and children.	X		A/I
Counselling skills or introduction to at certificate level.		X	A/I
Designated Safeguarding Officer trained		X	A/I
Team Teach (or equivalent) trained		X	A/I

EXPERIENCE	Ess	Des	MOA
Working effectively with children and families in challenging circumstances.	X		A/I
Working individually with children offering support in a variety of ways.	X		A/I
Working with other agencies to ensure appropriate family support and safeguarding children.	X		A/I
Working on own initiative, managing caseloads and time whilst communicating effectively with other members of the team.		X	A/I
Working in an educational setting.		X	A/I

KNOWLEDGE & UNDERSTANDING	Ess	Des	MOA
Working knowledge of the Every Child Matters Agenda and how this applies to current practice.	X		A/I
Knowledge of safeguarding issues when supporting children and their families.	X		A/I
Awareness of the impact on outcomes for children and young people if they do not have access to educational opportunities.	X		A/I
Clear understanding of the diverse needs and issues facing families living in areas of high deprivation.	X		A/I

SKILLS AND COMPETENCIES	Ess	Des	MOA
Ability to communicate effectively and confidently with families and other professionals.	X		A/I
Ability to build positive relationships with difficult to engage families.	X		A/I
Work effectively with partner agencies and organisations in supporting families.	X		A/I
Conduct home visits in a professional manner and undertake appropriate risk assessments.	X		A/I
Work flexibly as part of a busy team whilst managing own time and caseload.	X		A/I
Competent in ICT skills and accurate record keeping.	X		A/I
Committed to working with other cluster partners in developing parent support in the locality.	X		A/I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	X		A/I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies.	X		A/I
Ability to motivate and encourage others.	X		A/I
Dynamic and confident.	X		A/I
Self- motivated.	X		A/I
Adaptable and approachable with positive outlook.	X		A/I
Have an ongoing interest in own personal development and an openness to embrace new ideas and initiatives.	X		A/I
Willingness to undertake further training if required.	X		A/I
Car driver with business insurance and ability to access a car for work purposes.		X	C