

# INVICTUS

## Education Trust

### JOB DESCRIPTION

**JOB TITLE:** Learning Mentor

**DEPARTMENT:** Ellowes Hall Sports College

**SALARY RANGE:** Grade 5 Spine points 7 – 11

**REPORTING TO:** Deputy Headteacher

**RESPONSIBLE FOR:** N/A

**LIAISING WITH:** Headteachers, Senior Leadership Team, Governors, teaching and support staff, outside agencies, and the Trust's central team

<b>Main purpose:</b>	To work under the guidance and supervision of the Deputy Headteacher to oversee the engagement and progress of students as allocated by the Senior Leadership Team (SLT). To be responsible for supporting the improvement outcomes of students as allocated by SLT.
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#### MAIN DUTIES:

<b>General Duties</b>	<p>Supervise the activities of individuals and/in an identified year group during revision/homework and after school clubs.</p> <ul style="list-style-type: none"> <li>* Under the instruction/guidance of a teacher support students who need to develop.</li> <li>* Under the instruction/guidance of a teacher support identified students with non-specific learning difficulties.</li> <li>* Under the instruction/guidance of a teacher support identified students with behavioural, emotional and social development needs.</li> <li>* Under the instruction/guidance of a teacher support identified students with communication and interaction difficulties.</li> <li>* Assist students in the use of resources including ICT</li> <li>* Maintain student's interests and motivation in relation to attaining their target grades in all subjects.</li> <li>* Support identified individuals and small group work assigned by the teachers in raising core skills.</li> <li>* Assist with mentoring students who are underachieving.</li> </ul>
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	<ul style="list-style-type: none"> <li>* To be aware of student's problems, achievements, progress and report to Deputy Headteacher – Outcomes</li> <li>* Supervise and provide particular support for students including those with special needs ensuring their safety and access to learning activities.</li> <li>* Establish a constructive relationship with students and their families and interact with them according to individual needs.</li> <li>* Provide feedback to students and their parents in relation to progress and achievement under the guidance of a teacher.</li> </ul> <p><b><u>SUPPORT FOR THE SCHOOL:</u></b></p> <ul style="list-style-type: none"> <li>* Contribute to organising effective learning environments and maintaining appropriate records.</li> <li>* Contribute information to student's records, assessments.</li> <li>* Work with and liaise with parents to enhance students learning.</li> <li>* Support out of hours school learning activities.</li> <li>* Monitor student's responses to learning activities and record achievement/progress.</li> <li>* Provide regular feedback to teachers and parents on student achievement, progress and problems.</li> <li>* Promote good behaviour, report any incidents or concerns in line with school policy.</li> <li>* To take a full part in promoting the good name of the School and contributing positively to the overall ethos/work/aims of the school.</li> <li>* Where applicable comply with School Dress Code.</li> <li>* Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection.</li> <li>* Attend and participate in meetings as required.</li> <li>* Participate in training, other learning activities and performance development as required.</li> <li>* Recognise own strengths and areas of expertise and use these to advise and support others.</li> <li>* All staff in School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.</li> <li>* It is the responsibility of all adults employed at Crestwood to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people</li> </ul>
<b>Staffing and Resources</b>	<ul style="list-style-type: none"> <li>• Positively engage in appraisal reviews as directed by line manage.</li> <li>• Contribute to appraisal reviews as directed by line manager.</li> <li>• Line-manage staff as indicated by the School structure</li> <li>• Promote teamwork and effective working practices</li> </ul>
<b>Other professional requirements:</b>	<ul style="list-style-type: none"> <li>• Establish and maintain regular communication in the Trust</li> <li>• Communicate with parents/carers and outside agencies where appropriate</li> <li>• Attend professional meetings as required</li> <li>• Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to Teaching and Learning</li> <li>• Actively engage in the Trust's appraisal process</li> <li>• Take part in the Trust's staff development programme</li> <li>• Attend and contribute to meetings</li> <li>• Work as a part of a team and positively contribute to effective working relationships</li> </ul>
	<b><u>SPECIAL CONDITIONS</u></b>

	There may be confidentiality components to this role and the post holder needs to undertake the duties of this role in a strictly professional and confidential manner.
<b>Other Specific Duties</b>	
<ul style="list-style-type: none"> <li>• Play a full part in the life of the Trust community, to support its vision, mission and values</li> <li>• Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example</li> <li>• Be courteous to colleagues and be welcoming to visitors</li> <li>• Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate</li> </ul> <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary</p>	
<b>Support for the Trust</b>	
<ul style="list-style-type: none"> <li>• To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection</li> <li>• Comply with the Trust's dress code</li> <li>• Attend and participate in meetings as required</li> <li>• Participate in training, other learning activities and appraisal as required</li> <li>• Recognise own strengths and areas of expertise and use those to advise and support others</li> <li>• It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.</li> </ul>	
<b>Safeguarding Requirements</b>	
<p>We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: <a href="#">Keeping Children Safe in Education, 2022</a></p> <p>This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.</p> <p><b>It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.</b></p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <a href="https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974">https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974</a>.</p> <p>Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website. <a href="https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide">https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide</a></p>	

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>*Strong A level or equivalent qualification or experience is essential.</li> <li>*Ideally educated at degree level (desirable).</li> <li>*Experience of working with children of relevant age, experience of working with students with additional needs.</li> <li>*An understanding of national curriculum and GCSE specification.</li> <li>*Good numeracy and literacy skills.</li> <li>*Effective written and oral skills.</li> <li>*Experience and confidence in dealing with hard-to-reach students and parents.</li> </ul>	
<b>Personal qualities</b>	<p>Understanding and respect for confidentiality in relation to all issues connected with this role.</p> <ul style="list-style-type: none"> <li>* To be reliable, punctual and have good attendance.</li> <li>* To have a polite, friendly and flexible approach to work.</li> <li>* To have good communication skills.</li> <li>* Ability to relate well to children and adults. Able to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>* Able to work constructively as part of a team, understanding classroom roles, school rules and responsibilities.</li> <li>* To follow instructions effectively.</li> <li>* To have a creative approach to the learning needs of each student.</li> <li>* To keep calm and maintain an air of authority.</li> </ul>	

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

Chief Executive Officer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_

Date: \_\_\_\_\_