

JOB DESCRIPTION

Department:	Education
Section:	Frome College
Job Title:	Learning Mentor
Reports To:	SEMH Manager / Head of Sixth Form
Main Purpose of Job:	
<p>The Learning Mentor is the first point of contact for students. This may involve medical, pastoral, or general administrative enquiries.</p> <p>It is a contact point for parents by phone, email, and text.</p> <p>The post holder is required to support the pastoral team effectively and efficiently.</p>	
Main Responsibilities and Duties:	
<p><u>Learning Mentor (SEMH and Behaviour for Learning)</u></p> <ul style="list-style-type: none"> • To lead interventions with groups and individuals to support students with their SEMH and/or behaviour for learning. • To provide advice and guidance to students and parents/ carers identifying and explaining the expectations from the College and supporting the school in assisting the young person and parents/ carers. • To advise and work with students and their parents/carers to find the most appropriate way in which they can address and resolve issues. • To liaise between home and College, providing the direct line of communication and link with the College. • To develop specific pieces of work, in agreement with students and their parent/carers. • To devise, implement and monitor action plans for the young person. Provide further assistance when needed, signpost and involve other agencies to enable access to a wider range of services and opportunities. • To identify likely consequences of actions not being completed and alternative courses of action by the College and/or other agencies, as a means of emphasising the responsibility of the parents, e.g., exclusion, legal action. • To work directly with the student in class. Develop an understanding of the factors affecting the young person's behaviour, be the key adult working with the child in college and understanding the world of the classroom through the successful implementation of individual strategies. • To work closely with staff throughout the college. Working with the teaching staff to best support individual students. • To be the key adult within the lives of specific students at college. • To meet and communicate both verbally and in writing to the parents/carers and do some home visits • To attend or organise school or multi-agency meetings where you may need to contribute verbally or produce written reports on behalf of the student. • To keep records around all interventions for example, tracking attendance and reporting back on the progress of students. • To work in collaboration with the SEND, Inclusion and Pastoral Teams. • To attend SEND, Inclusion and Pastoral Team meetings. 	

- To keep up to date on external updates in the areas of SEMH, SEND and Behaviour for Learning and attend training as directed by the SEMH Manager / Head of Sixth Form.
- To contribute to focus groups and information gathering around individual students.
- To update staff on information about individual students as directed by the SEMH Manager / Head of Sixth Form.
- To complete a Level 2 Safeguarding qualification and renew this training to ensure that it is always in date.
- To take the initiative to support students to either find a 'safe space' in the College and/or to go into lessons if they feel vulnerable.
- To track the attendance and punctuality of vulnerable students as directed by the SEMH Manager / Head of Sixth Form.
- To support students in lessons with their SEMH and behaviour for learning as directed by the SEMH, SEND and/or Pastoral Teams.
- To encourage students to attend enrichment/revision sessions and support students during these sessions as directed by the SEMH Manager / Head of Sixth Form.
- To run the Internal Exclusion Room as directed by the Vice Principal and in their absence, other Pastoral Leaders.
- To assist in the running of the Internal Exclusion Room as directed by the Vice Principal and in their absence, other Pastoral Leaders.
- To ensure that the administration around the Internal Exclusion Room and Stages of Inclusion.
- To feedback any concerns around students in the Internal Exclusion Room to the Pastoral Team.
- To oversee the Stages of Inclusion Administration ensuring that it kept up to date
- To meet with the Stages of Inclusion students daily and to feedback to Pastoral Leaders regularly as directed by the Vice Principal and in their absence, the Pastoral Leaders.

Student Services Reception and Administrative Tasks:

- To be first point of contact for all students at Student Reception.
- To oversee confiscated personal items, e.g., jewellery & phones.
- Contact point for parents.
- Organise the student receptionist list and reminders each day.
- Take daily welfare absence call.
- Organise and send notices for the career's advisor, school nurse and any other staff when requested via the student receptionist.
- Look after the lost property cupboard and ensure belongings with names are returned.
- Liaise with all members of staff within the school and outside staff and agencies when needed.
- Collect 'reply slips and letters' from students and ensure the correct members of staff receive them.
- Provide emotional support to students and on occasions parents/carers.
- Responsible for the Student Reception filing system.
- Organise and send letters and emails for staff who request them including letters to parents concerning parents' evenings, praise letters, students on report, student receptionist information.
- Administer the Pastoral after school detention system, including preparing letters to send home and file. Record on relevant spreadsheets, SIMS, and book. Inform teachers who will be attending. Pass on the information of students who don't attend and action the outcome. Send text reminders home. Create and send student reminders regarding detentions via the student receptionist.
- Update student and parent information on SIMS when requested.

- Take the minutes for the weekly staff briefing and send to all staff.
- Assist the PA to Principal in organising whole school events.

First Aid:

- To complete Mental Health First Aid and First Aid Training and ensure that this training is always in date.
- To provide mental Health First Aid and First Aid (Physical) as directed by the SEMH Manager.
- First point of contact for pupil and staff first aid/welfare duties. Providing first aid when needed.
- Looking after ill students, liaising with parents/staff etc.
- Maintain a central record on SIMS and the medical log spreadsheet of illness, accidents, first aid given, and students seen in student reception.
- Complete accident forms when needed.
- Treat medical conditions when needed.
- Monitor regular patterns in illness or timings of students' visits.
- Liaise with 111 and 999 operators and paramedics when needed.
- Liaise with staff regarding first aid boxes around the school, personal responsibility for minibus and trip first aid boxes and the first aid cupboard. Personally check the first aid boxes around the school on a yearly basis.
- Place first aid orders for the whole school and office when needed.
- Keep sanitary products stocked.
- Provide first aid and medical knowledge to other staff.
- Disinfect the medical room when needed.
- Ensure the asthma register is kept up to date.

Care Plans & Medication (under the direction of the Welfare Officer)

- Ensure all care plans and the medication kept in school are correct, and in date, including sending yearly reviews to parents, liaise with school nurse.
- Ensure care plans are ready to take on trips and short-term meds if needed.
- Ensure necessary students take the relevant / needed medication throughout the day and records are kept.
- Ensure short term medication, relevant information and forms are correct, up to and in date and all relevant records are kept.
- Ensure students with medical needs have everything they need when sitting exams. Liaise with the exam team.
- Assist with ensuring risk assessments are completed and up to date for all medication in school and for the diabetic students when needed.

Other Duties:

- Assist with organisation of whole school mailings.
- Liaise with KS3, 4 & 5 pastoral staff.
- Assist in receiving goods in and completing school procedural documentation.
- The post holder is empowered and expected to identify service improvements within all areas of their work, in consultation with their line manager, to ensure efficient working practices.

Facts and Figures:

Staff: 150 approx.

Students: 1200 approx.

Contacts and Relationships:

Frome College is committed to safeguarding and promoting the welfare of our students and all staff working within the school are expected to share a commitment to doing this. You will be expected to report any concerns relating to the safeguarding of students. Details of the procedure can be obtained from the SENCO/Child Protection Officer

Additional Information:

You will be expected to undertake any other duties as directed by your line manager that falls within this grade. This includes taking an active role in break / lunch duties in accordance with the break duty rota.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date: