



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

LEARNING MENTOR

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

To provide outstanding Pastoral support to enable pupils to play a full and active part in school life and to make outstanding progress in their learning.

JOB SUMMARY:

1. Support the school in addressing the needs of all pupils but especially those pupils who need particular help with behaviour management to overcome barriers to learning.
2. Establish productive working relationships with pupils and acting as a role model.
3. Work directly with identified individual or groups of pupils to help overcome barriers to learning, improve behaviour and raise achievement.
4. Assist in the development and implementation of Star Maps.
5. Implement learning activities/work programmes under an agreed system of supervision with individuals/groups, in or out of the learning environment.
6. Plan small group intervention sessions linked to wellbeing and behaviour or enhancement activities within guidelines established by the school.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Support for Pupils

- 1.1 Build and maintain successful relationships with pupils, acting as a role model and encouraging their development as learners.
- 1.2 Work with the school's SENDCo, assess the SEMH needs of pupils and use specialist skills and detailed knowledge to support pupils' learning in a consistent manner, whilst responding to individual needs.
- 1.3 Provide information and advice to enable pupils to make choices about their own learning, behaviour and attendance.
- 1.4 Support the assessment of pupils' behaviour and SEMH needs to determine those requiring particular help and support.
- 1.5 Work with individual pupils to set behavioural targets and to monitor these in and out of the classroom.

2 Support for Teachers

- 2.1 Act as a role model for good pupil behaviour and promoting positive values and attitude. Anticipate and manage behaviour constructively, promoting self-control, discipline and a purposeful learning environment.
- 2.2 Support the teacher in liaising sensitively and effectively with parents and carers, supporting their role in pupils' learning and attend meetings with parents to provide constructive feedback on pupil progress and achievement.
- 2.3 Work with the class teacher, deliver activities to pupils within an agreed system of supervision, adjusting activities to meet pupil needs; this will involve individual and group working.
- 2.4 Support the class teacher to develop one to one mentoring arrangements with pupils and provide support for distressed pupils.
- 2.5 Assist other staff in planning, evaluating and adjusting learning activities as appropriate.
- 2.6 Provide objective and accurate feedback to the teacher and reports, as required, on pupil progress, ensuring availability of appropriate evidence.
- 2.7 Select and prepare resources necessary to lead / support activities, taking account of pupils' interests, language and cultural backgrounds.
- 2.8 Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 2.9 Establish constructive relationships with parents / carers as agreed with the teacher.

3 Support for the School

- 3.1 Comply with and assist with development of policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- 3.2 Contribute to the overall work and ethos of the school.
- 3.3 Work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies / professionals in liaison with the teacher, to support the achievement and progress of pupils.
- 3.4 Attend and participate in meetings as required.
- 3.5 Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to lead, advise and support others.
- 3.6 Assist in the development and training of staff as appropriate.
- 3.7 Work as a qualified first aider across school when required.
- 3.8 Supervise pupils out of lesson time.
- 3.9 Provide support to the work of other adults supporting teaching and learning in the classroom.

4 Other Responsibilities

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

- 4.3 Contribute to the wider life of the Trust and the Star community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.

5 Records Management

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS				
1.	NVQ Level 3 Teaching Assistant or equivalent.	D	✓	
2.	GCSE in English and Maths at grades 'C' and above.	E	✓	
3.	Evidence of continuous professional development.	E	✓	
4.	First Aid (or a commitment to obtain).	E	✓	
EXPERIENCE				
5.	Working with children in a school setting.	E	✓	✓
6.	Contributing to development, monitoring and review of appropriate personalised pupil plans.	E	✓	✓
7.	Working within a primary school.	E	✓	✓
8.	Supporting pupils who have specific SEMH difficulties.	D	✓	✓
9.	Working with pupils who have physical disabilities.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
10.	Ability to maintain positive relationships with pupils and other adults.	E	✓	✓
11.	Ability to work effectively within a team.	E	✓	✓
12.	Effective classroom and behaviour management skills.	E	✓	✓
13.	Ability to communicate effectively in community languages.	D	✓	✓
14.	Knowledge of strategies to support pupils with visual and/or hearing impairment(s).	D	✓	✓
15.	Good ICT skills for word-processing and use of learning software, including online resources.	E	✓	✓
16.	Knowledge of the primary curriculum.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
PERSONAL QUALITIES				
17.	A passionate belief in the school's mission statement.	E	✓	✓
18.	A strong belief in the value of education in developing citizens.	E	✓	✓
19.	Highest levels of professional and personal integrity.	E	✓	✓
20.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
21.	Personal resilience, persistence and perseverance.	E	✓	✓
22.	Commitment to undertaking additional training where required.	E	✓	✓
23.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
28.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
29.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓