

## Learning Mentor (Grade D)

### *Job Description*

#### Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by supporting and assisting students to learn and flourish.

#### Your responsibilities

- Live our mission and values every day
- Follow all safeguarding procedures to protect students and maintain a culture in which students are protected and achieve the best outcomes
- Support learning by working collaboratively to plan, evaluate and adjust activities and resources which support all students to achieve well
- Deliver whole class, group or individual learning or intervention in and outside the classroom area
- Support students access to learning utilizing appropriate strategies and resources
- Monitor and evaluate and assess students as directed, recording progress and providing feedback to support continuous progress
- Assist with the supervision of students during break, lunchtimes and after school, offering structured activities as directed
- Attend to the welfare of students, including those with special educational needs, providing advice and guidance to support social, health and wellbeing requirements
- Assist in the development and implementation of appropriate behaviour management and attendance strategies
- Promote the inclusion and acceptance of all students recognizing and responding to individual needs

#### Role Criteria

- Provide on the job training for colleagues and oversee quality of work.
- Establish the best course of action to support students, using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines
- Make decisions which have a material effect on internal operations of their own or other departments.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Good standard of practical knowledge/skills to be able to undertake more complex tasks

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### *Person Specification*

#### Qualifications

- NVQ3/A Level or equivalent experience Essential
- Good numeracy and literacy skills with a GCSE (or equivalent) in English and Maths (grade 4 or above) Essential

#### Experience

- Experience of working with or caring for children Essential

#### Key Skills

- Excellent Communication Essential
- The ability to promote inclusion and acceptance of all pupils Essential
- The ability to relate well to children and adults Essential
- The ability to work effectively in a team, with a positive and collaborative manner. Essential
- Good Microsoft Office skills (Word, Excel and PowerPoint) Essential
- Able to fulfil all aspects of the role with confidence and fluency in English Essential

#### Values

- **Ambitious:** works hard, has the highest standards and is positive for the future Essential
- **Selfless:** is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities Essential
- **Collaborative:** builds strong relationships and networks Essential