**FINHAM PARK 2**

**JOB DESCRIPTION**

**Post:** Learning Mentor inc LAC & Deputy DSL

**Salary Level:** Grade 6

**Job Purpose:**

To provide a complimentary service to that provided by teachers and pastoral staff in school in order to address the needs of pupils who need help and support to overcome barriers to learning both inside and outside school in order to achieve to their full potential

To contribute to raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.

To support in the organisation of the work of the school counsellors and other outside agencies who work within the Hub.

Providing individual support to identified pupils including LAC who need this to overcome barriers to learning.

Jointly take lead responsibility for all child protection matters arising at the school and will support all other members of staff in relation to any safeguarding or child protection concerns that arise

**Description of Duties and Responsibilities**:

Undergo appropriate and regular training in order to fulfil their duties

Have the status and authority within the school to carry out the duties of the post including committing resources, arranging training, supporting and directing other staff to safeguard and promote the welfare of children

Take joint responsibility for maintaining an overview of safeguarding within the school, to maintain open channels of communication with local statutory agencies and to monitor the effectiveness of policies and procedures in place

To have joint responsibility as the Online-Safety Officer and have responsibility for policies surrounding Online-Safety

Be responsible for receiving and reviewing child protection files from the schools of students arriving at Finham Park 2, and for liaising with the DSL from those Schools, when appropriate, for the best care and the smooth transition of a pupil

Keep detailed, accurate, secure records of concerns, allegations and referrals for any Child Protection issues

Support the DSL to prepare and communicate regularly with the Governor responsible for Child Protection and to discuss any cases of concern.  They will meet annually for a formal review of Safeguarding.

With the DSL keep the Headteacher informed of all concerns and allegations relating to Safeguarding and Child Protection

To take lead responsibility for referring all cases of suspected abuse of any pupil at the School to Coventry Social Services

To refer all cases of suspected abuse or risk of significant harm promptly to the local authority children’s social care

To take joint responsibility, with the DSL, for referring to the Local Authority Designated Officer (LADO) team all child protection concerns which involve a member of staff

To liaise with the DSL, Headteacher and Human Resources to ensure that where a member of staff is dismissed or resigns in circumstances where there has been actual harm or risk of harm to a child, referrals are made to the Disclosure and Barring Service or where appropriate, to the National College for Teaching and Leadership (NCTL)

To liaise with the DSL & Headteacher for making prompt referrals to the police where a crime may have been committed which involves a child

To liaise with the DSL and Headteacher in respect of police investigations or investigations under section 47 Children Act 1989 which involve the School

To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when to make a referral by liaising with the relevant agencies

To take lead responsibility for triaging and prioritising referrals made to the Counsellor

To identify and refer students to the school nursing service where appropriate.

To take joint responsibility for working with the relevant agencies following a referral, communicating effectively with all parties, attending the relevant child protection meetings and represent the school’s perspective to ensure the best outcome for the children involved.

To ensure, with the DSL, the School's Safeguarding and Child Protection Policy, and its implementation, is reviewed at least annually, taking into account the available and up to date legislation, guidance and best practice, and to liaise with the Headteacher, Governors and staff to ensure the policy is applicable to and understood by all Staff at the School

To ensure, with the DSL, that the Safeguarding and Child Protection Policy is available publicly and is published on the School Website

To maintain links with the Coventry Safeguarding Children Board to ensure staff are aware of training opportunities and the local policies on safeguarding

To help ensure that staff and students are aware of the policies and procedures in place if they have a concern

To develop positive one to one mentoring relationships with pupils identified as needing support.

Work collaboratively with teachers, pastoral staff, SENCO’s, Education Welfare Officers and other agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support.

To establish and maintain home/school liaison with the families/carers of pupils receiving support in order to keep them informed about pupils’ needs and progress and to secure positive family/carer involvement and support.

Establish good relationships and work closely with other agencies who may also be involved in supporting a targeted pupil e.g. Learning and Behaviour Support, Early Help, other Mentors so that the needs of the pupil concerned are met in a focused and integrated way.

To develop a full understanding and knowledge of the range of agencies and activities which can be drawn upon to support vulnerable pupils.

To promote efficient and effective transfer of pupil information at points of transition and to support pupils during transition in line with policy and practice.

To encourage positive attitudes to pupils receiving support and a shared understanding of their needs within the school.

To network with Learning Mentors in other schools to ensure identification and dissemination of best practice.

To liaise and meet regularly with the AHT Support and/or SENDCo/Inclusion Manager to report and discuss progress and activity and to take appropriate action as agreed.

To contribute to reports for Leadership Team and Governors as appropriate.

To actively contribute to the programme of induction for new staff

To attend on-going training, professional development and support sessions within the scope of the post as required.

To carry out any additional duties as required within the scope and spirit of the job purpose, title of the post and its grading.

To be aware of and work within the Child Protection Framework.

To act as the Deputy DSL for child protection.

Responsible for effective support and provision for Looked After Children (LAC).

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

All duties and responsibilities must be carried out with due regard to the City Council’s Equal Opportunities Policy and the City Council’s Health and Safety Policy.

Duties which include processing of any personal data must be undertaken in accordance with our privacy notice under the GDPR Regulations, which can be viewed on our website.