**Job Description / Person Specification**

**Learning Mentor**

**Job purpose**

The post holder will ensure pupils achieve their full potential by providing support and assistance which will help pupils to overcome barriers to learning.

The Post holder will provide a range of support services designed to enhance existing provisions, support learning, increase participation and encourage social inclusion.

**Specific responsibilities**

1. Contribute to pupils’ learning and development by:

* Identifying and supporting learning and development needs.
* Developing an appropriate coaching plan to build a relationship designed to engage pupils in order to support improvement.

1. Develop appropriate relationships with pupils to engage them in learning and support academic improvement.
2. Ensure that safeguarding procedures are correctly followed and that all legislation and statutory duties in relation to safeguarding are met. The post holder will need to complete advanced safeguarding training.
3. Under the guidance of Line Manager develop appropriate strategies, options and alternatives to overcoming barriers to learning.
4. Liaise with families and carers to share information about the pupil’s needs and progress as and when appropriate.
5. Develop and organise relevant activities to create a stimulating, safe and secure environment to engage children and young people’s in order to support learning.
6. Liaise with all relevant staff and any external professionals to ensure understanding, support and commitment to school life.
7. Collate data on pupil progression, produce reports, share information and maintain records to facilitate monitoring and evaluation.
8. Work within the Academy’s policies, liaising with teaching/ non-teaching staff and external agencies to support pupils displaying difficult or challenging behaviour drawing from a range of appropriate techniques, skills and strategies.
9. Monitor pupils’ conduct and behaviour during individual sessions and take appropriate action when it is required, following the Academy’s Behaviour for Learning policy.
10. Attend and participating in relevant training.
11. Arrange and run activities designed to support the academic progress of pupils before and after school and during lunch breaks.

**Skills and abilities**

1. The post holder will ideally be educated to a level 3 diploma, a level 2 will be considered. Any relevant learning mentor or other relevant qualifications are desirable.
2. The post holder will have the ability to communicate, influence, persuade, motivate and engage with a wide range of children/young people, their families and carers in order to achieve maximum engagement by all to support the pupil in achieving their full potential. The post holder will demonstrate good general interpersonal and communication skills.
3. The Post holder will have a strong knowledge and understanding of child protection, health, safety and security, confidentiality and data protection, copyright etc.
4. The Post holder must have the ability to use ICT for administration and pupil learning.
5. The post holder will show a commitment to learn new skills and expand on current skill set and demonstrate a willingness to pass on knowledge and techniques to others.
6. The post holder will be able to deal with conflicting demands and work flexibly.

**General**

The Post holder will;

1. Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager.
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Academy.
5. Appreciate and support the role of other professionals.
6. Attend and participate in relevant meetings as required.
7. Participate in training and other learning activities and performance development as required.
8. Recognise own strengths and areas of expertise and use these to advise and support others.

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*