GORSE

JOB DESCRIPTION

Job Title: Learning Mentor
Grade: B1/B3 SCP 4-11
Reporting to: Vice Principal/Principal

Job Purpose:
To work under the supervision and guidance of Senior Leaders to provide targeted support for individuals and groups of students who have barriers to learning to enable them to achieve their full potential ensuring that safeguarding is at the forefront of that support.

Main Duties:
- Act as an advocate for children and liaise with teaching staff to provide support to targeted children, to raise achievement and attendance.
- Support the identification of those students who need extra help to overcome barriers to learning inside and outside the Academy.
- Develop 1:1 relationships with students requiring targeted support with the aim of addressing targets defined in an agreed action plan.
- Maintain regular contact with parents and carers of identified students to keep them informed of the student's needs and progress.
- Provide feedback to mentored students about their progress and achievement.
- Encourage students to take responsibility for their own learning.
- Work alongside senior staff to develop knowledge of activities, courses, opportunities and organisations available in the local area and nationally to provide extra support for students and their families.
- Provide break and lunch time drop- in appointments.
- Be responsible for promoting the welfare of students by identifying potential child abuse and following safeguarding procedures in accordance with the Trust's Child Protection Policy.
- Provide support for students who are unable to attend the Academy, which may include home visits.
- Work to improve student behaviour by establishing and maintaining a clear and positive framework for behaviour management in line with the Trust's Behaviour Policy.
- Work alongside pastoral staff, Vice Principals and Student Performance Leaders to plan and implement strategies to improve the behaviour, attendance and attainment of individual and targeted groups of students.
- Attend Early Help Plan meetings to enable support around a student and family, including collating accurate information, writing reports and representing the Academy.
- Attend meetings with parents/carers and multi-agency meetings.

General:
- Use information technology and administration to collate information and maintain records about individual students.
- Support with transition arrangements for students entering or leaving the Academy.
- Network with other learning mentors and pastoral members of staff to share ideas and best practice.
- Be committed to improving personal practice through training and performance management.
- Undertake additional duties appropriate to the post as required.

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Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and the successful completion of the trust's probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	**E/D**
• Grade C/4 and above in GCSE English and Mathematics (or equivalent).	**E**
• Qualifications in relevant discipline	**E**
• NVQ 3 or equivalent qualification	**D**
• Customer care training	**D**
Knowledge and Skills	**E/D**
• Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation	**E**
• Understand and demonstrate the need for quality customer care	**E**
• Excellent numeracy/literacy skills	**E**
• Effective use of ICT and other specialist equipment/resources	**E**
• Good ICT skills – the ability to use Microsoft Office/other applications effectively	**E**
• Ability to relate well to children and adults	**E**
• Have a customer focused approach to all aspects of the role	**E**
• A passion for education and making a difference.	**E**
• Excellent communicator.	**E**
• Effective team member.	**E**
• Drive and determination.	**E**
• Ambition.	**E**
• Energy, enthusiasm, sense of humour.	**E**
• Willingness to contribute to the wider life of the Academy.	**E**
• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	**D**

The GORSE Academies Trust
c/o John Smeaton Academy, Smeaton Approach, Barwick Road, Leeds, LS15 8TA
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• Ability to self-evaluate learning needs and actively seek learning opportunities	**D**
Continuous Professional Development	**E/D**
• Evidence of commitment to Continuing Professional Development	**E**
Other Conditions	**E/D**
• Enhanced DBS Clearance	**E**

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

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