

PAXTON ACADEMY - JOB DESCRIPTION

Learning Mentor

Grade/Salary	Scale 4, Points 7-10
Contract	Full time – Permanent
Reporting to	Head Teacher
Employment Status	Term time only
Location	Paxton Academy Sports & Science

Purpose of the Job

Responsible, under the direction or instruction of the Headteacher to provide support in addressing the needs of individuals and small groups of children who need particular help to overcome barriers to learning and implementing strategies to improve attendance and absences across the school. Organising playtime and lunchtime activities.

Main Responsibilities

Support for Pupils

- Provide pastoral support to pupils.
- Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.
- Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development, including performing medical procedures following training.
- Participate in comprehensive assessment of pupils to determine those in need of particular help.
- Assist the teacher with the development and implementation of Individual Education, Behaviour, Support or Mentoring plans.
- Support provision for gifted and talented/pupils with special needs.
- Establish productive working relationships with pupils, acting as a role model.
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
- Promote the speedy and effective transfer of pupils across phases and integration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning, behaviour or attendance.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Provide feedback to pupils in relation to progress, achievement, behavior.

Support for the Teacher

- Liaise with other relevant bodies to gather pupil information.
- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
- Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
- Assist in the development and implementation of appropriate behaviour management strategies.
- Establish constructive relationships with parents and carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Assist in the development, implementation and monitoring of systems relating to attendance and integration.
- Develop and implement strategies to improve pupil attendance; liaising with parents/carers and appropriate professionals.

Support for the Curriculum

- Implement agreed learning activities and teaching programmes, adjusting activities according to pupil responses/needs.
- Be aware of and appreciate a range of activities, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Organise Lunchtime zones and activities across the school liaising with Teaching Assistants and Meal Supervisors as necessary.

- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Implement planned supervision of pupils out of school hours for wraparound care
- Supervise pupils on visits, trips and out of school activities as required.
- The Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Equal Opportunity

- The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns, which the worker may have in relation to safeguarding and/or child protection.

Person Specification

Learning Mentor

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills with at least a qualification at GCSE grade C, NVQ level 2 or equivalent 	<ul style="list-style-type: none"> • Relevant qualification in education, social work, nursing or similar profession eg. NNEB, BTEC, CertEd, CQSW
Experience	<ul style="list-style-type: none"> • Experience of working with children and young people, taking a keen interest in and supporting their learning, welfare and achievements either in a paid or voluntary capacity (as a teacher or play/youth worker, for example) • Evidence of relevant training and/or professional development for the role of Learning Mentor 	<ul style="list-style-type: none"> • Experience of working in a school, college, youth or social work setting • Experience of helping children and young people to find out and use services and facilities • Knowledge and experience of working with multiple support agencies
Knowledge and Understanding	<ul style="list-style-type: none"> • Ability to establish and develop effective one to one mentoring and other supportive relationships with children and young people • Ability to provide a good role model to children and young people and a commitment to helping children and young people achieve their potential • Knowledge and understanding of child protection and health and safety practices and procedures • Good listening skills and the ability to communicate effectively with children and young people, families, school staff and a range of other professionals • Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation 	<ul style="list-style-type: none"> • Ability to use ICT for administration and learning

	<ul style="list-style-type: none"> • Ability to exercise initiative, work independently and take responsibility for the delivery of a programme • Ability to work flexibly • Ability to work within networks • Ability to work effectively in a team and to work with individuals, institutions and organisations • Ability to communicate well through a variety of means (verbally, in writing and electronically) • Understanding and awareness of equal opportunities, experience of strategies to promote equality of opportunity and a commitment to work within the Council's Equal Opportunities Policy 	
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Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development through multi - skilling and the need to ensure a collaborative approach to all aspects of work.

Any significant changes to this job description will be discussed with the individual.