**Post:** Learning Mentor

**Salary:** Grade 3 (SCP 9 – SCP 22)

**Responsible to:** Director of Safeguarding and Pupil Welfare, Head of School, Trust Pastoral Leader

**Job Description:**

*Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

**Core Purpose**

To provide a complementary service to that given by existing teachers and pastoral staff in schools, addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential.

* This role is essential to the smooth running of Prince Albert Community Trust. The post holder will:
* To identify those who need extra help to overcome barriers to learning inside and outside school
* To identify those children who would benefit most from a learning mentor and, working with others, draw up and implement a pastoral support plan for each child who needs particular support
* To develop a 1:1 mentoring relationship with children needing particular support where necessary aimed at achieving the goals defined in the pastoral support plan
* To regularly attend area network meetings and communicate with other learning mentors and share good practise
* To plan, implement and evaluate projects aimed at improving whole school pastoral support
* To complete fast track forms for identified families and support the Trust Leader with procedures to improve attendance across school
* To contribute to the support provided for poor attenders by carrying out home visits and first day calls.
* To contribute to extended schools provision and take an active part in out of hours clubs
* To work closely with the local community and to take an active role in co-ordinating and supporting the work of voluntary mentors working with pupils both in and out of school, so that the mentor’s efforts meet the needs of the young person in a focused and integrated way.
* To have full knowledge and appreciation of the range of activities courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils
* To appropriately record behaviour incidents and to effectively communicate concerns regarding behaviour to the Trust Pastoral Leader
* Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
* To ensure all tasks are carried out with due regard to Health and Safety
* To undertake appropriate professional development including adhering to the principle of performance management.
* To adhere to the ethos of the schoolCarry out pregnancy risk assessments
* To promote the agreed vision and aims of the school
* To set an example of personal integrity and professionalism
* Attendance at Pastoral team meetings and parents evenings
* To directly line manage the Assistant Learning Mentor

Learning mentors will devote the majority of their time to those needing extra support to realise their potential

Where appropriate, the securing of family support will mean the securing of support from the local authority

Learning Mentors will personally target efforts on those identified by the Pastoral Leader who are in need of support to improve their social and emotional well being.

**Special Conditions of Employment**

**Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust’s Disciplinary Procedure.

**Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust’s Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the Shared Staff Hub.

**Equality and Diversity**

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

**Training and Development**

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

**Mobility**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.