

Job Description

Job title:	Learning Mentor
School:	Ruskin Academy
Responsible to	SLT & Head of School
Location:	Rusin Avenue, Wellingborough, NN8 2PS
Salary:	G8-9
Contract type:	Permanent

Core duties

Learning Mentors provide support and guidance to children, to young people and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential. They provide a complementary service that enhances existing provision in order to support learning, participation and encourage social inclusion by developing and maintaining effective and supportive mentoring relationships with children, young people and those engaged with them. Learning Mentors also work within an extended range of networks and partnerships to broker support and learning opportunities and improve the quality of services to children and young people.

General responsibilities

- To contribute to the identification of barriers to learning for individual children and young people and provide them with a range of strategies for overcoming the barriers.
- To establish and develop effective one-to-one mentoring and other supportive relationships with children and young people.
- To develop, agree and implement a time bound action plan with groups and individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs and to maintain accurate records of work for each identified pupil.
- To assist children and young people to make a successful transfer between educational establishments and transition at key stages in their learning.
- To facilitate access to specialist support services for children and young people with barriers to learning.
- To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement.
- To develop and maintain appropriate contact with the families and carers of children and young people who have identified needs and to keep them informed about the pupil's needs and progress, and to secure positive family support for the pupil.
- To negotiate, establish and maintain effective working partnerships with other agencies and individuals in order to address needs and help remove barriers to learning for children and young people.
- To work closely with teachers, senior leadership team to improve attendance and reduce exclusions. Learning mentors liaise with the school attendance officer and home-school support worker in the identification and support of such pupils. This will include conducting late gates and working closely with EWO.

- To provide opportunities for identified at risk children to be engaged during lunchtimes through the provision of lunch time clubs or lunch time drop in sessions
- To attend network meetings with other learning mentors and contribute to the identification and sharing of good practice between individuals to enhance mentoring provision.
- To liaise with SLT/ Inclusion team to discuss children's progress. Keep records and collect appropriate data in order to monitor and evaluate the impact of their work.
- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.
- To meet regularly with the designated line manager to report on progress of identified pupils.
- To liaise closely with the staff in school to ensure that everyone understands and supports the strategies being used by the Learning Mentor to develop the pupils' skills for learning and learning behaviours.
- To work closely with other identified senior members of staff. To attend training and professional development sessions.

- To work with children in outside settings as part of the mentoring program
- To undertake other duties, appropriate to the post, as may be required from time to time as directed by the Headteacher.

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

Appointed Candidate's Name:

Date of Appointment:

Signature of Appointee:

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.