

## JOB DESCRIPTION

<b>Post title</b>	Learning Mentor, Safeguarding & Attendance Officer	<b>Reporting to</b>	SENCO, Vice Principal, DSLs.
<b>Location</b>	Lightwoods Primary Academy	<b>Grade</b>	Band E
<b>Contract type</b>	Permanent	<b>Hours of work</b>	37 hours per week, term time only + training days

### Post Summary

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

### Duties and Responsibilities

- To oversee, deliver and maintain the learning mentor program.
- To support child protection systems, arrangements in place to enable the Academy to undertake their statutory responsibilities for safeguarding and promoting the welfare of children.
- To provide safeguarding advice and guidance to Academy staff to promote the welfare of students.
- To monitor, evaluate and support with reporting on the effectiveness of safeguarding arrangements.
- To support attendance throughout the Academy.
- Uphold and maintain the Trust and School values at all times.
- To work with outside agencies to support and develop safeguarding practice within the Academy.
- To represent the Academy in the community when developing good practice around the safeguarding agenda.
- Ensure that referrals to MASH and EHA are appropriately made and outcomes recorded.
- Record and monitor the number of safeguarding referrals made and their outcomes.
- To support both Academy students and their families with presenting safeguarding issues.
- Identify key areas of difficulty and obstacles to the effective safeguarding of children and recommend strategies for overcoming them.

- To support the Vice Principal in undertaking an annual safeguarding audit to provide an annual report of key findings and issues to the Standards and Performance Committee.
- Attendance at Safeguarding and Child Protection meetings as required.
- Work closely with the school staff and pupils to ensure that mentoring activity supports and is complementary to existing structures and procedures.
- Work with school and trust staff and the pupils to be mentored in groups or individually, to agree targets and action plan accordingly to improve the rates of progress being made in pupils' learning.
- Use and development of ICT to support efficient and effective practice.
- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

## **Equality and Diversity**

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. 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 Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder 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 postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

## **Amendments**

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.