

Job Description: Learning Mentor



Job Title: Learning Mentor – Grade 6, term time only + 5 days

Post Title:	Learning Mentor
Allocated Person:	
Responsible to:	Director of Learning
Salary:	Grade 6
Hours:	37 hours

Main purpose of the Job:

- To recognise, plan for and support the teaching and learning of Commissioned Placement (off-site) students
- To be able to support, engage and work with students, their families/carers and their education providers
- To work under the guidance of the Director of Learning and be responsible for following the policies and procedures and statutory guidance of Child Protection and Safeguarding, Looked After Children, SEND, Substance and Alcohol concerns and Health and Safety procedures.
- To support the teaching and learning of a range of students including those with Social, Emotional and Mental Health needs. (SEMH)
- Supporting, advising and working in partnership with off-site providers to improve educational and personal outcomes for students leading to successful Post 16 destinations
- To promote the inclusion of all students, ensuring they have equal access to opportunities to learn and develop
- To be responsible for promoting and safeguarding the welfare of students
- Actively working with off-site providers and students to promote an environment for increasing independent learning and success
- Support off-site providers in giving opportunities for learners to demonstrate self-reliance, tolerance, empathy and responsibility, sharing best practice for improved outcomes

Main responsibilities and tasks:

Support for students

- Under the specific supervision of the Director of Learning to work with individuals and groups of students as required, to support learning programmes considering SEND additional requirements
- Work with off-site providers to enable students to make progress and achieve
- To encourage students in all aspects of learning
- To have knowledge of the needs and abilities of students and use these to plan and deliver intervention and support
- To use appropriate strategies such as Team Teach
- To assist with the general pastoral care of the students
- To take part in Annual Review Meetings/Multi-Agency meetings as required

Support for the school

- To assist with the supervision of students, within contracted hours as necessary for their safety
- To participate in training opportunities and professional development
- To adhere to school health and safety policy including risk assessment and safety systems
- To adhere to school policy on equality and diversity
- Work with the Hub Attendance Officer and Local Authority EWS to support the attendance of all students
- Working with the Director of Learning and the wider staff team to identify students who require additional support from external agencies. Making referrals, offering advice and providing reports as required
- Maintain case notes and use their knowledge of the students to compile progress reports throughout the academic year

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to the school health and safety policy including risk assessment and safety systems
- To adhere to school policy on equality and diversity
- To contribute to the overall ethos and aims of the school
- To appreciate and support the roles of other professionals
- Participate in performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager

Note: The Job Description outlines duties and responsibilities associated with this role and do not direct the particular amount of time to be spent on each task. Neither is this a limit to the tasks you may realistically be asked to complete.

Equal Opportunities

East Riding of Yorkshire Council is pursuing equality in employment. If you have any special requirements regarding access to the building where your interview will be held, please do not hesitate to contact the person named at the top of this letter. Should you require the assistance of an interpreter or a British Sign Language translator, this service is also available.

Other clauses

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher

- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing
- Postholder may deal with sensitive material and should maintain confidentiality in all school related matters

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks.

Signed: Date:.....

(Employee)

Signed Date

(Headteacher)