

The Stourport High School & VIth Form College

Job Description



Post: Learning Mentor

Post holder:

Reporting to: Assistant Principal for Welfare

Salary: NJC Support staff pay scale

Providing an equitable educational experience for all of our students is fundamental at Stourport High School & VIth Form College, ensuring all students can access education to meet their individual needs is, therefore, a priority.

The main purpose of the role as Learning Mentor is to work as part of a team providing pastoral support and intervention programmes to our students, either individually or in a group. The post holder will build strong links with students, parents/carers and outside professionals to provide the best support for our students.

The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.

KEY RESPONSIBILITIES

- To embody the values, vision and ethos of Stourport High School & VIth Form College and Severn Academies Educational Trust.
- Assist the Principal in delivering policy that will ensure high quality and successful outcomes for Stourport High School and VIth Form College
- Take responsibility for your own ongoing personal development and growth of expertise.
- Modelling and promoting the Trust's wellbeing principles.
- Contributing to the continued delivery and development of the Trusts aims as outlined in our 'Pledge'.
- Committed to delivering the highest standards of learning support to students with a range of needs
- To support students, ensuring safety and maximising access to a broad and balanced curriculum
- Committed to delivering the highest standards of learning support to students with a range of needs
- Able and willing to show initiative in accessing schemes of work, learning resources and assessment materials to ensure the best possible provision for targeted students
- Able to initiate and maintain a regular, productive dialogue with class teachers, CALs and other colleagues to ensure the progress and successful mainstream reintegration of students
- To facilitate sharing of relevant information with each student, their family members, appropriate teaching and support staff at the school, as well as the wider community (e.g. local agencies, schools, authorities) as appropriate to enhance their learning and achievements
- Keeping abreast of best practice developments to inform internal procedures and processes is the most effective
- You should have a friendly, positive attitude and enjoy working with children
- Ensure all students adhere to our school ethos and expectations, in accordance with our Climate for Learning
- To contribute to inclusion provision, when required mapping and delivering interventions within the inclusion setting
- To be proactive in assessing situations where students/families may be in need of additional support
- Communicate with parents and guardians of students where applicable.
- Liaise with Heads of Year regarding students, including documenting events and concerns raised by students.
- Track and monitor the student's engagement with pastoral services.

- Deliver and plan for intervention programmes that best support the needs of the students referred to the pastoral team.

SPECIFIC DUTIES

- In liaison with the class teacher, support a range of activities and experiences to broaden and enrich the individual's learning to include the inclusion setting
- To provide student mentoring through small group projects and one-to-one working outside of the classroom, where required
- Working with identified students to pinpoint issues which are creating barriers to their learning and developing/implementing strategies which maximise their learning outcomes
- To deal with personal issues that are affecting students' performance at school and report appropriate action required to the appropriate member of staff
- When required by the AP responsible for Vulnerable Learners, monitor the progress of students accessing alternative provisions, reporting on attendance, attainment and student well-being regularly
- To follow set strategies that are in place to support students, so they are able to positively regulate their emotions, build self-esteem, confidence and resilience
- To meet the needs of targeted students, amending practice to facilitate positive outcomes and progress by placing the child at the centre of the provision
- Signpost students to internal or external support pathways
- To promote and maximise educational opportunities and achievements for individual children and young people
- Utilise relevant student data to monitor and track student progress, including action plans, progress reports and additional needs to ensure students remain on track, meet deadlines and targets and achieve their potential
- Contribute to behavioural logs, 'round robins' and Pastoral Support Plan meetings and follow-up work
- Contribute to the planning of interventions on behavioural data, working with the SENCo and student support team.
- Take an active role in communicating with parents/carers; provide information about any support for students' learning offered within the provision
- Effectively manage the behaviour of vulnerable students to prevent exclusion and disaffection from mainstream provision within the alternative provision
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality and general data protection regulation, reporting all concerns to the appropriate person
- To support the implementation of operational/strategic plans relating to the reduction of exclusions
- When directed to work with SLT and the wider pastoral team (PALs, attendance, safeguarding and intervention teams) to identify students at risk of exclusion and provide direct intervention

General Accountabilities:

- So far as reasonably practicable, the post-holder must promote safe working practices by employees in school premises / work areas to maintain a safe working environment for employees and service users. These are defined in SAET Health and Safety policy.
- Work in compliance with the Codes of Conduct, regulations and policies of the Trust and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation / professional standards.

Safeguarding

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

Equalities

We have a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

GDPR

Our GDPR privacy notices can be viewed on our website: <https://www.saet.co.uk/gdpr-3/>

The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment. These duties are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the Line Manager or Principal.

1. The Trust reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
2. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equality Policy.