

Job Description			
Job Title:	Learning Mentor 1	Job Category:	Support
Hours of Work:		Grade:	BEX07
Responsible to:	Principal		
Functional Links with:	Pupils, Parents, Agencies, Trust Staff, Local Authority Staff		
Main Purpose of the Job:			
<ul style="list-style-type: none"> To provide support and guidance to children, 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. To 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. To 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. 			
Major Duties & Responsibilities:			
<ol style="list-style-type: none"> To facilitate children and young people’s learning and development through mentoring by identifying learning and development needs, planning for how these needs will be addressed through mentoring and reviewing the effectiveness of mentoring. 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 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 support children and young people’s successful transfer and transition in learning and development contexts. To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement. To contribute to the protection of children and young people from abuse 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 facilitate access to specialist support services for children and young people with barriers to learning. 			

9. 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.
10. To attend network meetings with other learning mentors and contribute to the identification and sharing of good practice between individuals to enhance mentoring provision.
11. To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.
12. To meet regularly with the designated line manager to report on progress of identified pupils.
13. 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.
14. To work closely with other identified members of staff.
15. To attend training and professional development sessions.
16. To review own contribution to the school.
17. To work within and encourage the school's Equal Opportunity Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
18. To undertake other duties, appropriate to the post, as may be required from time to time.

Job Activities:

- Knowledge and understanding of child protection and health and safety practices and procedures.
- Literacy and numeracy

Last Updated By:

HR

Date:

May 2020

Person Specification	Essential / Desirable
Qualifications	
A good level of literacy and numeracy skills with at least a qualification at GCSE Grade C, NVQ Level 2, or equivalent	E
Relevant qualification in education, social work, nursing or similar profession, e.g. NNEB, BteC, Cert.Ed, CQSW	D
Evidence of relevant training and /or professional development	D
Experience	
Experience of working with children and young people, taking a keen interest in and supporting their learning, welfare and achievements in either a paid or voluntary capacity (as a teacher or Play/Youth worker, for example)	E
Experience of working in a school, college, youth or social work setting	D
Experience of helping children and young people to find out and use services and facilities	D
Skills & Abilities	
Ability to establish and develop effective one-to-one mentoring and other supportive relationships with children and young people	E
Ability to provide a good role model to children and young people and a commitment to helping children and young people achieve their potential	E
Good listening skills and the ability to communicate effectively with children and young people, families, school staff and a range of other professionals	E
Ability to exercise initiative, work independently and take responsibility for the delivery of a programme	E
Ability to work flexibly	E
Ability to operate within networks	E
Ability to work effectively in a team and to work with individuals, institutions and organisations	E
Ability to communicate well through a variety of means (verbally, in writing and electronically)	E
Ability to use ICT for administration and learning	D
Knowledge & Understanding	
Knowledge and experience of working with multiple support agencies	D
Knowledge and understanding of child protection and health and safety practices and procedures	E
Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation	E

Understanding and awareness of equal opportunities, experience of strategies to promote equality of opportunity and a commitment to work within the Council's Equal Opportunities Policy		E
Last Updated By:	HR	Date/Time: May 2020