

## **Learning Mentor**

### **Job Description**

#### **Grade: GR3**

#### **1. Job Purpose**

1.1 To provide a complementary service to that given by existing teachers and pastoral staff in school, addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential

#### **2. Key Responsibilities**

- 2.1 Work closely with other members of pastoral care team to support behaviour across the school, under supervision of the Assistant Headteacher
- 2.2 Key role in promoting the behaviour policy and the ethos of the school i.e. No Outsiders and the Right Respecting approach
- 2.3 Liaise with class teachers and support staff in supporting key children within the classroom
- 2.4 Working with class teachers and the rest of the Pastoral Care Team in reintegrating children back into the classroom after time out in the SEAL room
- 2.5 Implement advice and programmes from outside agencies to support key children e.g. EPS and Forward Thinking Birmingham
- 2.6 Lead one to one and small group sessions/circle times for children with particular needs to target key areas e.g. self-esteem, anger management, social skills
- 2.7 Create and deliver small group and one to one sessions in order to support specific learning targets for children with varying needs
- 2.8 Building positive relationships with key children and if appropriate their parents
- 2.9 Provide feedback to staff on progress of key children receiving support in the SEAL room
- 2.10 Implement Team Teach approach in positive handling where necessary
- 2.11 Creating and implementing personalised rewards and consequence systems in order to promote positive behaviour

- 2.12 Supporting children who are in need of the SEAL room as their base
- 2.14 Supporting key children during periods of transition and on trips
- 2.15** Being a positive role model for vulnerable children
- 2.16 Writing reports on pupils as appropriate for school/agencies
- 2.17 Work closely with the Pastoral Care Manager regarding attendance/family issues and concerns

### **3 Supervision Received**

- 3.1.1** Supervising Officer's Job Title: Assistant Headteacher

## Person Specification

### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	Good standard of education, including English	AF/C
	NVQ level 3 qualification in child care or equivalent	AF/C
<b>Experience</b> Relevant work and other experience	Previous successful experience in working with children and young people on an individual basis in supporting their personal development	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	The ability to work effectively with, relate to and command the confidence of, a wide range of young people and families/carers with different ethnic and social backgrounds.	AF/I
	The ability to work effectively with, relate to and command the confidence of teaching staff and senior management within the school.	AF/I
	Working with others, the ability to assess and review the learning of young people in the context of family and other relevant circumstances and plan appropriate responses, drawing on in-school and external advice and expertise where necessary	AF/I
	Knowledge of, and ability to work effectively and communicate with, a wide range of organisation and people offering support, information, opportunities and guidance	AF/I
	Ability to identify potential barriers to learning jointly and engage in strategies to overcome these barriers	AF/I
	Ability to work with individual children to set goals jointly as part of planning for their learning	AF/I
	Skills of communication, giving advice and helping young people to identify their needs and potential	AF/I

<b>Training</b>		
<b>Other</b>	A desire to do something worthwhile for young people, to understand their needs and gain insights into how they think.	AF/I
	Knowledge of the education system	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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