

Support Staff Job description

Learning Mentor

Salary grade: E5

Reporting to: Pastoral / Learning Mentor Lead

Functional relationships include: Headteacher, school staff, pupils, parents, senior leadership team (SLT), ELAN central team, local authority (LA), external agencies, volunteers.

Purpose of role

Working within a learning framework to provide support for the educational and personal needs of pupils, which ensures that they have equality of access to opportunities to learn and develop and act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.

Key responsibilities

Support of pupils

- Establish and maintain effective relationships with pupils – work with groups and individual pupils to support and advise them on school related personal confronting them.
- Provide care and support for the pupils – promote pupil well-being by encouraging them to develop their self-reliance and self-esteem, help them to adjust to new settings and advise them on personal issues and encourage them to practice good standards of health and hygiene.
- Secure the trust of pupils – agree with each pupil on a one-to-one basis, mutually acceptable ways of working together, and jointly determine the individual roles and responsibilities within the relationship. Set realistic expectations and timescales and agree the scope of use of confidential information.
- Participate in appropriate meetings – contribute to discussion concerning the personal needs of pupils to whom support and guidance has been provided.
- Support pupils at lunchtime through play/club activities.

Support for parents/carers

- Liaise effectively with parents/carers – in agreement with the headteacher or school staff, communicate with parent/carers and other designated carers about the care and education of their children through home visits or other arranged meetings. Promote partnership working between home and school and help to encourage and maintain parent/carer interest in the development of their children.
- Support the needs of individual or groups of pupil's parents/carers – identify in partnership with parents/carers ways to support their children and ensure individual parent/carers feel supported and fully included in such discussions.
- Encourage parents/carers engagement with and access to schools.

- Work with parents/carers in a school context, supporting them and enhancing their engagement with their child's learning.
- Support parent/carers of children with early signs of social, emotional, health, learning or behavioural issues.
- Work alongside pupils to advise parents/carers, staff and other support agencies to prevent problems worsening and interfering with the child's ability to engage with school learning.
- Liaise with parent/carers concerning pupil attendance issues.
- Support parents/carers, pupils and the school in implementing the school Attendance Policy.

Support for staff

- Contribute to the planning and evaluation of pupil development.
- Liaise with staff and share views and opinions with the appropriate staff about the personal needs of specific pupils and advise on how well they are responding to support.
- Advise and assist staff in the preparation and implementation of individual plans for pupils.
- Liaise with the headteacher and SENDCO to manage referrals for pupils to external agencies.
- Maintain and contribute to pupil records when appropriate.

Support for the school

- Develop and maintain working relationships with other professionals.
- Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively.
- Participate in appropriate staff meetings and contribute to the development of policies and procedures related to classroom management.

Contribute to the management of pupil behaviour and security

- Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and implement agreed behaviour management procedures.
- Have a good awareness of child protection issues and policies.
- Attend school functions as necessary and give presentations in partnership with the school to inform about school policies and practice and other issues relating to your role in the school
- Review and develop own professional practice. Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.

This is not an exhaustive list and some changes to both the job description and duties may occur.

Key skills

Reflecting

- Reflect on personal and professional development.
- Use feedback from all levels of the trust to help improve all areas of your own performance
- Be aware of your own skills of self-management as regards to time and prioritising workload.

Additional duties and information

- To contribute to the ethos and aims of ELAN.
- ELAN is committed to safeguarding and promoting the welfare of children and young people. All staff working within ELAN are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the safeguarding and child protection policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the trust's safeguarding and child protection procedures will be followed alongside implementation of the ELAN disciplinary procedures.
- To be aware of and understand the ELAN equality and equal opportunities, whistleblowing, ICT, online safety, GDPR and safeguarding and child protection policies ensuring at all times that the duties of the post are carried out in accordance with policy.
- To read and have a thorough understanding of ELAN's staff code of conduct.
- To undertake any duty or responsibility relevant to the trust's needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other professionals both internal and external.

Skills/qualifications

Please refer to the person specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates' forms part of the conditional offer checks and will be held on your personnel file.

Confidentiality

During the course of your employment you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and properly applied to pupil, staff and school business/information. You are required to undertake annual GDPR training.

Further information

Probation: This post is subject to a **six month** probation period.

Scale point: All staff start at the first scale point within their salary grade. Annual increments will automatically be awarded on 1st April every year until the top of scale is reached.

Pension: As an equitable employer we align with the Local Government Pension Scheme (LGPS), and as such, the postholder will be automatically enrolled in the Avon Pension Scheme. The trust pays a contribution of salary into the LGPS – this is an additional remuneration benefit.

Person specification

Job title: Learning Mentor

Qualifications and experience

Essential	Desirable	Measured By
GCSEs Grade 4 or above / A - C or NVQ level 2 in literacy and numeracy. NVQ/VRQ level 3 or 4 Learning Development and Support Services (LDSS) or equivalent experience.	Counselling Certificate to at least level 2.	Application form
Previous experience in working with young people in need of support across 4 – 11 years.		Application form
Previous experience as a classroom support worker. Experience of working within a pastoral team.		Application form
Experience of working with children/young people with emotional, social, behavioural needs or disabilities.	Experience of working in partnership with parents, children and other agencies.	Application form

Knowledge and skills

Essential	Desirable	Measured By
A good understanding of primary education and how children learn.		Application form/interview
Excellent knowledge of safeguarding policies and procedures.	A knowledge of universal, statutory and third sector services and their role in promoting the welfare of	Application form/interview

An understanding of child protection issues and managing risk.	children, young people and their carers.	
Competent IT skills.		Application form/interview
Experience of initiating small group work.	Evidence of creating new initiatives. Able to demonstrate flexible and creative ways of working with service users.	Application form/interview
Ability to write professional reports in a clear and concise manner.		Application form/interview
Able to undertake assessments, design a plan of action, review and end a programme of work appropriately, in partnership with families.	Experience in working with people from other minority ethnic groups.	Application form/interview
An ability to work independently, following the framework of an agreed plan.		Application form/interview
Ability to respond effectively to unexpected situations.		Application form/interview
An ability to work independently, following the framework of an agreed plan.		Application form/interview

Personal qualities

Essential	Desirable	Measured By
Excellent listening skills.		Application form
Effective time management.		Application form
Ability to reflect upon practice to improve practice.		Application form
Ability to deal assertively with confrontation.		Application form/interview
Effective communication with young people, parents and carers.		Application form/interview



A calm and responsible attitude at times of difficulty.		Application form/interview
An approachable manner.		Application form/interview