



JOB PROFILE

Job Title:	Learning Mentor	School/Department:	Whitkirk Primary
Salary Grade:	C3/SO1 (based on experience)	Working Hours:	35 per week, term time only plus 5 days
Contract Type:	Permanent	Location:	Whitkirk Primary
Responsible to: Headteacher			
Role summary: To support and work with all pupils and families in relation to pastoral care which will include attendance, safeguarding (including child protection) and working with support agencies. Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.			
Special conditions of service: No smoking policy, including e-cigarettes. <i>[Occasional requirement to work outside of school hours and off school premises] delete or amend as required</i>			
Role specific responsibilities: <ul style="list-style-type: none"> • Lead attendance across the school; monitor attendance for pupil groups and drive high expectations and aspirations for pupils. • To focus on developing and supporting pupils on a wide range of pastoral issues and will involve working with a variety of support agencies. The role plays a key part in supporting pupil attendance, engagement in learning and pupil outcomes • The post holder will be expected to deal with a variety of safeguarding cases (including child protection) liaise with external support agencies representing the school confidently (DSL training will be provided). • Central to this position is the need to deliver key initiatives and projects that enhance the overall pupil journey and pupil experience. In addition, the post holder will lead the delivery of pupil attendance, engagement activities which will involve working closely with a variety of internal and external stakeholders. • To deliver training to the staff team, communicating and sharing new and updated policies and protocols. • Periodically, the post holder will plan and deliver class sessions ensuring a range of personal and social skills/knowledge are developed. 			



RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.

Red Kite Mission, Values & Leadership Expectations**Our Trust Mission**

Nurturing ambition, delivering excellence and enriching children's lives

Our Trust Values

Collaboration: we pull together to get the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements – personal and collective

Integrity: we put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice

Respect: we champion equity, equality and diversity. We treat our staff, children and families and partners with respect and kindness – modelling our values and wanting the very best for each other

Our Leadership Expectations

Coach your Team: our leaders use coaching principles to support their teams to be self-aware, grow and work collaboratively

Lead with Respect: our ethical leaders lead with trust, integrity and show appreciation. Wellbeing and fairness are shared priorities

Challenge for Excellence: our leaders challenge themselves and their teams to continually grow in their role and towards their aspirations. They support an innovative approach where colleagues are encouraged to try new approaches with the aim of improvement

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
A solution focused thinker who is able to prioritise and manage time effectively	E	
Experience of tackling difficult issues using the appropriate response and resources	E	
Willingness to access CPD in relation to Designated Safeguarding Lead and all Safeguarding and whole school training	E	
Ability to form successful and productive working relationships	E	
Ability to work with a wide range of staff and pupils with the ability to build successful working relationships with both internal and external agencies/stakeholders	E	



Outstanding organisational and prioritising skills		
Commitment and motivation to work with young people and vulnerable adults	E	
Excellent interpersonal skills	E	
A commitment to our mission and values demonstrated by current practice	E	
Ability to recognise when further support interventions are required and confidently hold case conferences/challenging conversations as appropriate	E	
A team player with creative ideas	E	
Ability to work flexibly with regard to hours	E	
Strong, honest, supportive and motivational style that engages pupils	E	
Adaptable and flexible in approach towards work, positive response to change	E	
A high degree of resilience and a sense of humour	E	
Qualifications, Knowledge and Experience	Essential	Desirable
Experience of tackling difficult issues using the appropriate response and resources	E	
Knowledge and experience of IT packages	E	
Degree or equivalent level qualification		D
Significant experience of dealing with a variety safeguarding issues and cases	E	
Highly developed written and oral communication skills		D
Knowledge of the Prevent agenda; FGM; extremism; abuse; domestic violence; racism; bullying; neglect; sexting and online safety	E	
Significant experience of liaising with a wide range of relevant professionals, both internal and external stakeholders		D
Experience of report writing and presenting to range of difference audiences		D
Driving licence (and access to a vehicle)		D
Safeguarding and Promoting the Welfare of Students	Essential	Desirable
An appropriate motivation to work with children and young people	E	



Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	E	

