

Job Description

Job Title:	Learning Mentor
Salary & Grade:	WHFNJC L
Reports to:	Principal / SENCO

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Role – Learning Mentor

- To work with individuals or small groups of pupils to overcome barriers to learning which prevent the pupil from accessing learning effectively whether the reasons arise from inside the school or from outside.
- Raise the aspirations and esteem of young people who have lost interest in the learning process or are finding work difficult to access. The Learning Mentor will work alongside teaching staff to provide an extra layer of support for the pupil.

Duties and Responsibilities of the Role:

- To develop coping strategies for pupils, enhancing motivation, raising aspirations and encouraging re-engagement in learning, taking into account a range of complex underlying issues that may impact negatively on learning and achievement.
- Work with, guide and challenge learners with problems in and out of the classroom environment on a 1:1 basis or in small groups.
- Set achievable targets and goals for pupils.
- Promote transfer of information for pupils at each interface and work on transition projects within the school and from primary to secondary schools.
- Assist in assessment of children entering or returning to school in order to identify pupils who would benefit from help.
- Work with other staff to draw up and implement individual action plans
- Develop regular contact with families/carers to encourage positive involvement.
- Work closely with the colleagues e.g. SENCO, Family Support Worker
- Act as a point of contact for accessing specialist support, including the sharing of information between specialist agencies
- Work closely with mentors from the community and other agencies, coordinating and supporting volunteers
- Keep up to date with possible sources of support for young people and share good practice
- Take part in CPD and lead learning and development including specialist qualifications.
- Report any safeguarding issues encountered to your safeguarding officer, Vice Principal or Principal ASAP.

Safe Working Practices for Adults working with Children:

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations:

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity:

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

Confidentiality:

The postholder will respect the need for confidentiality at all times while performing this role.

Health and Safety:

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility:

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:		Issue Date:	
Postholder Signature:		Signature Date:	