



Many Minds One Heart

Northfield School & Sports College

Job Description

Job Title: Learning Mentor (CIOC)

Responsible To: Designated Teacher
Grade: Grade H (point 14 – 17)
Working Time: Term time only, 2-year fixed term contract initially as post subject to funding.
37.5 hrs/week, 8.30am – 4.30pm
Holidays: School holidays

KEY PURPOSE OF THE JOB

To complement the professional work of teachers and guidance staff by taking responsibility for supporting Stockton Children in Our Care who attend Northfield. Working closely with the Designated Teacher and Virtual School, the postholder will design a package of support and intervention to help these pupils overcome their barriers to learning and fully engage with lessons to become more effective learners, thus improving their academic progress and well-being.

This work will include leading the Northfield and Virtual School Key Adult Project across the school and will involve planning, preparing and delivering attachment aware and trauma informed intervention sessions and learning activities for individuals and groups, as well as working alongside teaching and pastoral staff to implement supportive approaches and strategies based on AATI theory.

Part of this work will include developing an action research type project, monitoring pupils and assessing, recording and reporting on pupils' attendance, achievement, progress and development. Analysis of data will lead to the creation of reports, which will then be shared with school leaders and governors and the Virtual School. Presentations to share good practice with Designated Teachers from other schools will evidence the impact of the project.

SPECIFIC RESPONSIBILITIES

- Work closely with subject teachers to identify what support would assist identified pupils to make good progress.
- Prepare individual action plans for focus pupils in conjunction with the Designated Teacher.
- Meet with pupils regularly to identify barriers to learning
- Provide in class support for individual pupils where necessary and support with the transition points during the school day.
- Analyse pupil data to monitor the progress of identified individuals and report to the Designated Teacher and Virtual School on the impact of the intervention.

- Maintain ongoing communication with teaching and guidance staff.
- Complete case studies for selected pupils.
- Assess the social, emotional and mental health needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Within an agreed system of supervision, plan bespoke timetables of support and content of sessions. Promote the inclusion and acceptance of all pupils within the school/classroom.
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others.
- Encourage pupil participation in extra-curricular activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Collect baseline data at the beginning of the project, monitoring pupil achievement throughout the project, analysing data half termly and writing a report at end of term to evidence impact.
- Work alongside teaching staff to implement AATI approaches/strategies that will support pupil learning
- Work within an established behaviour and rewards framework to anticipate and manage behaviour constructively, promoting co-regulation, leading to self-regulation and independence
- Support the role of carers/parents/social workers in pupils' learning and contribute to/lead meetings with carers/parents/social workers to provide constructive feedback on pupil progress/achievement etc.
- Support the attendance team in carrying out home visits and in the liaison with outside agencies as appropriate.
- Support the Designated Teacher with regards to CIOC in relation to responding to incidents, writing of reports relating to The Key Adult Project and sharing good practice as required.
- Deliver SEMH learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- Support staff to ensure that curriculum sensitive topics/events are mindful of past experiences of CIOC pupils.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

OTHER RESPONSIBILITIES

- To establish and maintain suitable record keeping systems that will demonstrate the scope and effectiveness of this initiative
- Research and analysis; to keep up to date with information and resources relevant to this area of work
- Perform duties to support the supervision of pupils at social times and before and after school and assist at other times as deemed necessary by the Headteacher.
- To accompany pupils on off-site educational visits (where applicable)
- Any other duties within the scope of the grade as the post develops

GENERAL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.
- Following appraisal by the Designated Teacher, identify and agree personal development objectives.
- Develop your expertise and skills by taking advantage of development opportunities made available to you.
- Show a duty of care and take appropriate action to always comply with health and safety requirements.
- Demonstrate and promote commitment to equal opportunities
- Contribute to the school's responsibility to safeguard and promote the welfare of pupils.
- Demonstrate consistently high standards of personal and professional conduct.
- Uphold our three core values of respect, resilience and honesty.

SCHOOL ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensure compliance with Data Protection legislation.
- Operate at all times within the school's Equal Opportunities framework.
- Ensure the safeguarding of all pupils.
- Demonstrate consistently high standards of personal and professional conduct.

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time, as directed by the headteacher.

CONDITIONS OF SERVICE

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

SAFEGUARDING and Promoting the Welfare of Children and Young People

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for keeping children safe in education.

SPECIAL CONDITIONS OF SERVICE

Given the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check.