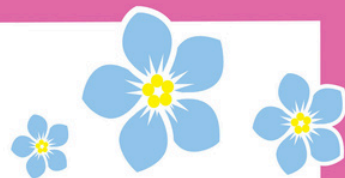


Job Description & Person Specification



Learning Mentor

Required as soon as possible

Status of the post

Part time (30 hours per week, to be agreed with the Principal), term time only plus 5 days (37.2 working weeks)

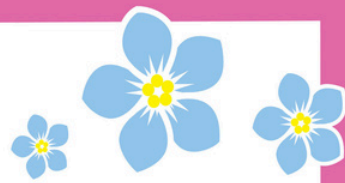
Grade 4 (£19,430 - £21,783 actual salary) depending on experience (NJC pay award pending)

Main responsibilities of the post

The purpose of this role is to support our pupils in making positive progress and improving their attitude to learning. In addition to one to one support and communication with parents and carers the Learning Mentor should be prepared to organise and run group interventions and events depending on pupils' needs.

Main tasks and responsibilities

- To make a real impact on our pupils' development as young people, including facilitating students to become GCSE ready.
- To lead by example in terms of professional dress, standards of behaviour, language and attitude.
- To be a role model in terms of how to 'Be Belvedere' embodying our values and vision.
- To adhere to the academy's safeguarding policy and procedures
- To be a point of contact with both parents/ carers and pupils., acting as Keyworker to some targeted students
- Communicate regularly with the Form Tutors, subject staff, Heads of Year, SLT link and other relevant staff.
- Liaise with the Inclusion department and SENCO where necessary.
- Support pupils physical and mental health and wellbeing including dealing with exam stress.



- Support pupils in their learning, helping them to identify and overcome barriers to success.
- Support pupils in establishing and maintaining positive relationships with their peers and other staff
- Reward students and devise different ways of encouraging progress.
- To support the school's Attendance and Punctuality Policy, working with school refusers, making home visits where necessary and liaising with the EWO.
- Attend Parents' Evenings and other associated after school events when required.
- Work with and have knowledge of outside agencies where necessary.
- Support the Heads of Year with Enrichment, targeted Enrichment and additional study, including after school Tuesday sessions for Yr11.
- Arrange events, group discussions, visiting speakers, parent events, support groups etc where necessary.
- Help with organisation of educational trips..
- Deliver first aid (training can be provided).

Main tasks and responsibilities

- Evidence of working with children
- Able to act appropriately on own initiative
- Adaptability and flexibility under pressure.
- A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy
- Good interpersonal skills with the ability to interact well with students and colleagues and to work as part of a team
- Good oral and written communication skills
- Evidence of a pass in GCSE or equivalent in Mathematics and English
- Commitment to an inclusive education
- Calm and patient approach
- Positive and caring attitude
- Working knowledge of interventions and strategies to support the needs of students identified.

A DBS Disclosure at enhanced level will be required.