



JOB DESCRIPTION

Title: LSU Mentor

Grade: TPLT SS5

Academy: TPLT Appropriate Provision

Last evaluated: November 2023

Main purpose of the role

To be the identified key worker for students attending the LSU. To support them in their academic provision and mentor them to improve their behaviour interactions with others. Ensure that students are effectively supervised and that high standards of behaviour are achieved in the provision.

Main Duties and Responsibilities:

- Provide 1 to 1 and small group support to students in and out of taught curriculum to enable them to learn and improve their interactions with others
- Deliver small group sessions as directed by the VP/LSU Manager.
- Develop individual programmes for students to enable them to progress both academically and personally
- Provide feedback and encouragement to students and parents in relation to their progress whilst attending the LSU on a daily basis
- Set and maintain a calm and positive environment in which students can learn and which is conducive to good behaviour
- Set and maintain appropriate standards of behaviour in accordance with Trust policy.
- Liaise with the LT, LSU Manager, teaching staff, support staff and HoYs with regards to their identified students
- Record and report on the behaviour and progress of their identified students in the LSU and communicate in a timely way with staff and parents
- Maintain appropriate records on SIMS, CPOMS and Class Charts and report to the relevant staff
- Promote positive values, attitudes and behaviours to students
- Challenge and motivate students to promote and reinforce high levels of self-esteem.
- Attend meetings specific to the LSU and contribute to improving systems and procedures e.g. amendments to procedures, improvements to learning environment and engagement of students.
- Support students both within the classroom and in 1 to 1 and group intervention sessions
- Ensuring that safeguarding concerns are shared with DSL and DDSLs

Contacts & relationships

- Be the first point of contact for parents and staff in relation to their identified key students
- Liaise on a daily basis with all staff and parents in relation to their identified key students

Line management duties and responsibilities

The post holder will not have line management responsibility

The post holder will be line managed by the Appropriate Provision centre manager

Safeguarding responsibilities

This role works directly with students and is therefore classed as regulated activity. Details of our Child Protection & Safeguarding Policy can be found on Access and is available on request.

Be committed to safeguarding and promoting the welfare of children and young people.

Work Demands

Works under the supervision of the Appropriate Provision Centre Manager and within agreed school policies, procedures, SEP's and PSP's

Assesses students' learning and pastoral needs and decides which activities best meet those needs. Selects the resources and strategies to be used.

Physical Demands

Work may require periods of substantial physical effort when pupils need physical intervention/restraint and support

Working Conditions

Role is classroom based but will include visiting schools within the Trust for meetings.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

Expectations of Jobholder

Be aware of and comply with all Trust policies as well as individual academy policies and procedures.

Contribute to the management of student behaviour and security.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Commit to professional self-development, through participation in training, to include any necessary health and training and annual safeguarding training.

Undertake such other duties as are commensurate with the grade of the post.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Skills/Qualifications

Please refer to the Person Specification overleaf 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.

Person Specification

Job Title: Academic Mentor

Assessment criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Grade C or above in English and Maths at GCSE (or equivalent)• Level 3 qualified in a relevant subject (or equivalent)• Team Teach level 1 and 2 certificated or willingness to undertake	<ul style="list-style-type: none">• Have undertaken some training in Early Childhood Trauma and Adverse Childhood Experiences
Experience	<ul style="list-style-type: none">• Will have awareness of national frameworks, and evidence of working with students with a range of learning difficulties.• Experience of delivering sessions to small groups of students	
Knowledge	<ul style="list-style-type: none">• An understanding of the range of issues that can affect young people, their families and disadvantaged sections of the community.• Have a willingness to keep up to date with	

	<p>developments in this area</p> <ul style="list-style-type: none"> • Understanding of safeguarding policies and procedures and the importance of safeguarding children, young people and vulnerable adults • Knowledge and experience of developing and maintaining effective relationships with parents and students • Knowledge and understanding of the importance of de-escalation and the impact this can have on students 	
<p>Personal competencies, qualities, attitude and behaviours</p>	<ul style="list-style-type: none"> • Excellent organisational, communication and interpersonal skills. A commitment to young people, their welfare, education and personal development. • Adaptability, use of initiative, reliability and resilience are essential. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. 	

Equality	<ul style="list-style-type: none"> • An understanding, acceptance and commitment to the fundamental principles of an equal opportunities. • To work in a way that promotes equality of opportunity and respect for diversity. 	
Safeguarding	<ul style="list-style-type: none"> • Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. • To work in a way that promote the safety and well-being of children and young people. 	