

JOB DESCRIPTION

Learning Mentor with Deputy Designated Safeguarding Lead

Job Title	Learning Mentor with Deputy Designated Safeguarding Lead
Grade	Band 3 to mid point
Reports to	Headteacher
Responsible for	Other Learning Support Assistants
Liaison with	Other staff, pupils, parents and external agencies, as required
Job Purpose	<p>To encourage the inclusion of pupils who are at risk of social exclusion, those who may have emotional and/or behavioural difficulties by demonstrating the use of positive mentoring strategies and behaviour management techniques designed to develop the pupil's ability to engage in learning and social environments appropriately .</p> <p>To make a practical contribution to the implementation of an agreed 'action plan' designed to address a pupil's individual learning needs and/or the development of positive behaviour management systems in the school that are designed to promote and reinforce appropriate behaviour.</p> <p>To remove barriers to good attendance by working with pupils, parents and outside agencies.</p> <p>To be the Deputy Designated Safeguarding Lead</p>
Duties	<p>To provide direct support for an identified group of students and where appropriate their parents/carers with the aim of reducing truancy and exclusion and promoting achievement.</p> <p>To, in conjunction with designated school staff, devise and implement an action plan that seeks to address a pupil's learning needs and remove any barriers to learning. To do this through the use of a mentoring model, working alongside pupils and school staff, advocating effective models of support for individuals and groups.</p> <p>To assist, where appropriate, with the induction, training and supervision of other support staff working with target group students.</p> <p>To provide and develop specialist resources and contribute to the development of specialist support models.</p> <p>To establish and co-ordinate links with a variety of agencies working with pupils who are at risk of under achievement and/or social exclusion.</p> <p>To lead attendance by devising and implementing strategies to improve school attendance across the school, attending meetings, communicating by phone and letter, preparing reports introducing incentives and taking formal action.</p> <p>To administer first aid and medication when required.</p> <p>To support the training, induction and supervision of newly appointed learning support staff. Specifically, this could involve:</p> <ul style="list-style-type: none">• modelling alongside school staff, support and mentoring strategies designed to encourage and develop appropriate behaviour in a variety of settings, with individuals, small group and whole class settings• modelling alongside school staff, group based activities designed to develop pupil problem-solving, listening and social skills. This might involve modelling techniques such as 'Circle-time' and Parachute Game• producing a variety of resources for the pupil/class/school designed to support an individual's learning/behaviour programme and/or support whole class/school positive behaviour systems

	<ul style="list-style-type: none"> • assisting in the delivery of training packages to a variety of school based staff, specifically teaching assistants and midday assistants • participating in the evaluation and review of the agreed support in conjunction with other behaviour support/school staff • attending and leading relevant meetings • attending regular supervision meetings with colleagues to report on pupil achievement and progress as well as team meetings/joint problem-solving meetings • being aware of and working within the service policies in relation to Inclusion, Child Protection and physical contact with children <p>The role of the Designated and Deputy Designated Safeguarding Lead is to:</p> <ul style="list-style-type: none"> • manage referrals from school staff or any others from outside the school; • work with external agencies and professionals on matter of safety and safeguarding; • attending meetings with external agencies and preparing reports • undertake training; • raise awareness of safeguarding and child protection amongst the staff and parents; and • ensure that child protection information is transferred to the pupil's new school • be aware of pupils who have a social worker and liaise directly with these • help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues with teachers and school leadership staff. <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
General	<p>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</p> <p>To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace</p> <p>To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</p> <p>The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>

Signed _____

Date _____

