



## **Home School: Park Road Alternative Provision**

### **Job Description –Pupil Progress Mentor**

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**Grade: 5 Scale Point: 11 - 17**

**Responsible to: AP Base Lead**

**Hours: 35 hours per week Term Time Only plus 5 Inset days**

#### **Job Purpose**

- To provide support for learning activities for young people on an individual or group basis, under the general direction of the base lead and / or base teacher
- To support learning activities which are based in the local community
- To support young people's academic, social and emotional development.
- To undertake pastoral support for pupils
- To support the Behaviour Policy throughout the base
- To contribute to developing social skills, raising self-esteem and encouraging the personal progress of all pupils in all activities.

#### **Main duties and responsibilities**

**This job description should be read in conjunction with the terms, conditions, job descriptions and Learning Support Assistant Standards (TA standards) in our school.**

#### **Key Job Outcomes**

Under the guidance of the base lead/ teacher, provide direct support for the learning of individual young people or groups of young people to achieve defined progression targets in the pupil's teaching and learning plans through:

- Carrying out individual support sessions and 1:1 academic or social skill tutoring
- Recording and reporting individual pupil progress including with the use of EFL
- Delivering activities, interventions and monitoring progress as per the base's policies and procedures
- Support all pupils emotional and educational development supervising and encouraging the safe behaviour of individuals and groups
- Work alongside the Park Road team to plan and deliver learning sessions tailored to the individual needs and abilities of all pupils.
- Provide support in both outdoor, community and classroom settings, helping students access the curriculum.
- Assist in creating and maintaining a safe learning environment, ensuring all activities comply with health and safety guidelines.
- Encourage and support students to engage fully in their learning opportunities, fostering confidence, social skills, and a connection to their surrounding community
- Support students during learning activities, adapting approaches to meet a range of physical, emotional, and communication needs.
- Build strong, trusting relationships with students to encourage participation and a sense of achievement.
- Collaborate with colleagues to monitor and document students' progress and achievements.

- Help with the preparation, maintenance, and tidying of resources and spaces.

**The role will specifically include:**

- Adapting resources to ensure students are able to access the wider curriculum
- Leading individual and small group learning activities working with others on curriculum and/or student development to secure coordinated outcomes.
- Adapting resources for personalised learning in the support of young people
- Using data effectively in order to plan for students' needs, track progress and implement interventions as required
- Supporting a teacher with assessing young people and standardised testing
- Attending team meetings within the base, where applicable, and other meetings as necessary to perform the remit of this post
- Supporting marking learning, according to policy
- Liaising with parents where appropriate under the direction of the base lead
- Liaising with pupil's home schools, including supporting pupils to re engage with their mainstream education through carefully planned support
- Supporting pupils at their home school as required and directed by the base Lead
- engaging in the MAT's appraisal and being accountable for their own appraisal outcomes as appropriate to Learning Support Assistant (TA) standards

**Support for the learning environment**

To prepare, store, retrieve, sort and display materials, finished work, equipment, learning plans and/or assignment documents to assist in providing an effective learning environment as determined by the teacher to:

- Ensure the learning environment is a welcoming & communication friendly
- Facilitate the required standards of achievement and performance, including feedback through structured assessment, for individuals and groups within the learning spaces
- Support the development of continuous improvement in both personal performance in the job and the work of the team
- Assist in the development, monitoring, reviewing and progression of young peoples' learning plans

**Care and support for children**

Attend to the day to day needs of children, inside and outside the classroom, by

- Provision of personal, social, hygiene, welfare and behaviour support
- Awareness of the progress of individual young people in attaining defined goals promoting effective pastoral care for individual young people, under guidance, and liaising with colleagues to provide accurate records
- Reporting concerns about progress, identifying possible solutions, to the teacher assisting educational and therapeutic professionals in their delivery of specialist support program's e.g. ELSA, Occupational Therapy and Speech and Language plans
- Carrying out specified medical care procedures following direct specific training by a qualified practitioner
- Contributing to the assessment by the teacher of individual young people's development through observation, record keeping, discussion with colleagues and teachers
- Support pupils in an empathetic and effective manner including at times of dysregulation

## General Accountabilities

- So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, policies and procedures.
- Work in compliance with the Codes of Conduct, Regulations and policies of Midsomer Norton Schools Partnership, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation /standards

## Personal Specification

It is expected that you will possess the following attributes:

<b>Essential</b>
Evidence of a good basic education, especially in English and Maths
A friendly and courteous manner.
The ability to plan and implementing effective actions for pupils at risk of underachieving (under the guidance of teaching/senior staff and within an agreed system of supervision)
Ability to relate well to both children and adults
minimum of 2 years recent, relevant experience, which demonstrates the postholder, has applied a wide range of strategies supporting children and successful experience of delivering education programmes over a longer period, e.g. 6 – 8 weeks, with minimum supervision only.
Understanding of principles of child development and learning processes and in particular, barriers to learning
Basic understanding and use of technology ie Microsoft Office, Internet, email, use of photocopiers etc
Evidence of working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Training in the relevant strategies e.g. literacy or numeracy or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE (Council for Awards in Children's Care and Education) etc.
Ability to self-evaluate learning needs and actively seek learning opportunities
<b>Desirable</b>
Appropriate knowledge of general first aid
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies/codes of practice.

**Post Holder:**

**Line Manager:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_