



JOB DESCRIPTION

Learning Mentor Band 3

Job Purpose

The post holder will ensure pupils achieve their full potential by providing support and assistance which will help pupils to overcome individual and environmental barriers to learning.

The Post holder will work with pupils and families. The variety of issues covered will be vast. The Post holder will provide a range of support designed to enhance existing provisions, support learning, increase participation and encourage social inclusion.

Line Management

Responsible to: Head Teacher
Responsible for: N/A

Specific Responsibilities

1. Complete Early Help Assessments with identified families.
2. Work as Lead Professional when required within the Team Around the Child process, working with families and outside agencies to construct a support network. Which will be overseen during supervision sessions by the Manager of Inclusion and Local Authority Early Help Consultants.
3. Liaise with families and carers to share information about the pupil's needs and progress as and when appropriate.
4. Contribute to pupils' learning and development by:
 - Identifying and supporting learning and development needs.
 - Developing an appropriate coaching plan to build a relationship designed to engage pupils in order to support improvement.
 - Putting together resource packs, learning aids, etc.
5. Develop appropriate relationships with pupils to engage them in learning and support academic improvement.
6. Works without the need for close supervision.
7. Plan own timetable in consultation with Manager of Inclusion
8. Contribute to and participate in assessment.
9. Under the guidance of Line Manager develop appropriate strategies, options and alternatives to overcoming barriers to learning in relation to pupils' social, emotional and mental health.

10. Develop, agree and implement behaviour plans with pupils and those involved to set targets, providing meaningful measures of achievement, monitoring progress, identifying additional need and celebrating success.
11. Develop and organise relevant activities to create a stimulating, safe and secure environment to engage children and young people's in order to support learning.
12. Liaise with all relevant staff to ensure understanding, support and commitment to the approaches and strategies in place for children.
13. Collate data on pupil progression, produce written reports, share information and maintain records to facilitate monitoring and evaluation.
14. Work within the Academy's policies, liaising with teaching/ non-teaching staff and external agencies where appropriate to support pupils displaying difficult or challenging behaviour drawing from a range of appropriate techniques, skills and strategies.
15. Attend and participating in relevant training.
16. Work closely with the attendance team to support identification of children who may need additional support.

Skills and Abilities

1. Specialist TA Award or NNEB or relevant NVQ level 3 or equivalent. English GCSE (A*-C) or equivalency test (Level 2 Basic Skills Literacy) Preferably Maths GCSE (A*-C) or equivalency test, e.g. Level 2 Basic Skills Numeracy, TA Awards.
2. The post holder will have the ability to communicate, influence, persuade, motivate and engage with a wide range of children/young people, their families and carers in order to achieve maximum engagement by all to support the pupil in achieving their full potential.
3. The post holder will demonstrate good general interpersonal and communication skills.
4. The Post holder will have a strong knowledge and understanding of child protection, health, safety and security, confidentiality and data protection, copyright etc.
5. The Post holder must have the ability to use ICT for administration and pupil learning.
6. The post holder will show a commitment to learn new skills and expand on current skill set and demonstrate a willingness to pass on knowledge and techniques to others.
7. The post holder will be able to deal with conflicting demands and work flexibly

General

The Post holder will;

1. Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
2. Support the Catholic ethos of the Academy.
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager.
4. Be aware of and support difference and ensure equal opportunities for all.
5. Contribute to the overall aims of the Academy.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training and other learning activities and performance development as required.
9. Recognise own strengths and areas of expertise and use these to advise and support others.

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.