

**Kellington Primary School**



SHINING TOGETHER\*

**SOUTH MILFORD  
PRIMARY SCHOOL**



### **JOB DESCRIPTION**

**POST: Senior Learning Mentor**

3 days at Kellington Primary and 2 days at South Milford Primary to be flexible

**GRADE:** Grade F - £17,112 - £18,743 (32.5 hours per week, term time only plus training days)

**RESPONSIBLE TO:** Senior Leadership Teams

**STAFF MANAGED:** None

**POST REF:**

**FAMILY:7**

**JOB PURPOSE:**

The core focus of this job is to assess, support, guide and mentor individual or small groups of pupils who require additional support to overcome barriers to learning, to achieve their full potential. Works under the guidance of teaching staff.

**JOB CONTEXT:**

Works on a one to one or small group basis with the more challenging students who are having performance, attendance or behavioural issues that are affecting their learning, to help them overcome the barriers to learning and improve their education. Works in the classroom adapting the activities to meet the individual's needs, as assessed.

This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

An ability to fulfil all spoken aspects of the role with confidence through the medium of English

## ACCOUNTABILITIES / MAIN RESPONSIBILITIES

### Operational Management

Liaise with teaching staff to provide particular support to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning

Identify the needs and assess those pupils needing extra support and support the development of individual action plans for targeted pupils

Work on a one to one basis with targeted pupils who are underperforming in their subjects to implement and manage an action plan, altering as necessary depending on the individuals progress and needs

Work with parents/carers to help address poor performance, attendance and/or behavioural issues, including creative solutions where appropriate

Provide extra support to pupils through knowledge of a range of activities and opportunities available to them

Implement, monitor and evaluate agreed learning/teaching programmes, adjusting activities according to pupils needs

Deliver CPD for staff, parents meetings and assemblies across the schools

Support the re-integration of pupils who have been excluded from school or following an alternative timetable

Support pupil access to out of school facilities and study support

Provide objective and accurate feedback and reports on the pupils achievements, progress and other matters

Assist pupils to make successful transfers between educational establishments and transitions at key stages of their lives

Manage referrals to external agencies as appropriate

Supervise pupils on visits, trips and out of school activities

Undertake administrative duties as required

Communications	<p>Establish effective communication and relationships with the pupils they work with</p> <p>Maintain contact with pupils families/carers to inform them of progress and issues, which may include undertaking home visits to secure positive family support and provision of advice as deemed necessary</p> <p>Attend and participate in meetings as required</p> <p>Listen to and help pupils identify and resolve a range of issues that are creating barriers to learning</p> <p>Challenge and motivate pupils, promoting and reinforcing self-esteem and confidence building</p>
Partnership Working	<p>Support the development of partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning</p> <p>Share information, as appropriate, with colleagues, the Local Authority, other schools and external agencies</p>
Development	<p>Participate in the school's performance management processes</p> <p>Attend and participate in training and other learning activities as required</p>
Safeguarding	<p>To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</p> <p>Assist in the development and implementation of appropriate behaviour management strategies</p> <p>Comply with policies and procedures relating to child protection, security and confidentiality</p>
Systems and Information	<p>Collates information and maintains accurate records of pupil achievements and attendance</p> <p>Produces reports and evaluations as required</p> <p>Maintain confidentiality in respect of pupils personal circumstances</p>
Protection	<p>To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</p>

Health and Safety	<p>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure</p> <p>To work with colleagues and others to maintain health, safety and welfare within the working environment</p>
Equalities	<p>We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities</p> <p>Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</p>
Flexibility	<p>Star Multi Academy Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust Policies and Procedures.</p>
Customer Service	<p>The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</p> <p>The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</p>
Date of Issue:	February 2015

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of the Trust and School organisation and may change either as your contract changes or as the organisation of the Trust or School is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the Trust and School's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the STAR MAT and school's policies, and supporting documentation in respect of these issues.

**STAR MAT Safeguarding Statement:**

The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

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**PERSON SPECIFICATION**

**JOB TITLE: Senior Learning Mentor**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<p><b>Knowledge</b>                      A good understanding of the school curriculum and the needs of learners</p> <p>Advanced knowledge of the potential barriers to learning</p> <p>Advanced knowledge of interventions strategies to support pupils progress</p> <p>A good understanding of the transitions in a young person's life and the effect they can have on them</p> <p>Advanced knowledge and skills to carry out assessments</p> <p>Knowledge of the range of activities and opportunities available</p> <p>An understanding of the referral systems</p>	<p>Knowledge of Safeguarding and health &amp; safety legislation</p> <p>Knowledge of the Thrive approach</p> <p>Knowledge of Emotion Coaching</p>
<p><b>Experience</b>                      Experience of working with children and young people who have learning, attendance or behavioural issues</p> <p>Experience of multi-agency working</p>	<p>Experience of mentoring</p> <p>Experience of working with and supporting the families of children and young people</p>

<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>Assessment skills</li> <li>Good listening skills</li> <li>Excellent interpersonal communication skills</li> <li>Influencing skills</li> <li>Organisational and planning skills</li> <li>Numeracy and Literacy skills</li> <li>ICT skills</li> <li>Confidentiality</li> <li>Ability to exercise discretion and judgement</li> <li>Ability to adapt activities to suit the individual needs of the pupils</li> <li>Problem solving skills</li> <li>Creative skills</li> <li>Observational skills</li> </ul>	
<p><b>Qualifications</b></p> <p>Level 4 qualification in learning, development and support services or equivalent, or willingness to work towards gaining</p>	<p>Professional qualification in education or social work</p>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>Enhanced DBS clearance</li> <li>Motivation to work with children and young people</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Emotional resilience in working with challenging behaviours and attitudes</li> <li>Committed to the ethos of the school</li> <li>The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</li> </ul>	
<p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>● Positive disposition</li> <li>● Excellent interpersonal and communication skills</li> <li>● Excellent listening skills</li> <li>● Empathy and emotional intelligence</li> <li>● The ability to think on your feet and be flexible</li> <li>● The ability to support people from a range of backgrounds</li> <li>● Organisational skills</li> </ul>	

NB – Assessment criteria for recruitment will be notified separately.