

Kellington Primary School



JOB TITLE: Learning Mentor

RESPONSIBLE TO: Headteacher: Mrs Melanie Lawrence

GRADE: Grade 7

RESPONSIBLE FOR: Family / Learning Support

JOB PURPOSE:

To work positively within the school's curriculum and pastoral system to:-

- Enhance our current educational provision by delivering targeted pastoral support to individual children and their families.
- Support children to overcome their barriers to learning.
- Implement strategies and work with families to improve children's punctuality and attendance.
- Provide support and nurture for our pupils around the areas of their social and emotional development and wellbeing.
- Deliver sessions 1:1, in small groups and/or with whole classes.
- Work with parents/ carers to deliver or support interventions outside school.

KEY RESPONSIBILITIES:

<p>Effective communication and engagement with children, young people and their families and carers.</p>	<ul style="list-style-type: none">● Establish and develop effective one-to-one mentoring and other supportive relationships with children.● Develop and maintain appropriate contact with families and carers of children who have identified needs.● Listen to and help children resolve a range of issues that are creating barriers to learning.● Plan and deliver appropriate intervention● Liaison with families to support their understanding of the school's systems of attendance and punctuality and to improve identified issues.● Pupil premium - identifying barriers and supporting families.
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<p>Child and young person development</p>	<ul style="list-style-type: none"> ● Contribute to the comprehensive assessment of children and review their progress, attainment and achievements. ● Contribute to the identification of barriers to learning for individual children and provide them with a range of strategies and resources for overcoming the barriers. ● Assist children who are underperforming on a one-to-one basis outside the classroom or within the classroom, identifying why they are underperforming and providing strategies and resources to support them ● Create and implement agreed learning/teaching programmes/interventions adjusting activities according to children's responses/needs ● Have knowledge and experience of the range of activities, interventions, opportunities, organisations and individuals that could be drawn upon to provide extra support for children. ● Challenge and motivate children, promote and reinforce self esteem, resilience and love of learning ● Understand and take account of the effects of different parenting approaches, backgrounds, culture and routines. ● Understand how to obtain support and report concerns.
<p>Safeguarding and promoting the welfare of the child</p>	<ul style="list-style-type: none"> ● Be responsible for promoting and safeguarding the welfare of the children that you are responsible for and come into contact with. ● Be aware of and comply with policies and procedures relating to child protection and confidentiality, reporting all concerns to the appropriate person. ● Support the school in the maintenance of their positive behaviour management strategy. ● Know the boundaries of personal competence and responsibility, have awareness of when to involve others, and understand where to get advice and support.

<p>Supporting transitions</p>	<ul style="list-style-type: none"> ● Assist children to make successful transitions between educational establishments and transitions within school. ● Understand the likely impact of key transitions, such as divorce, bereavement, family break up, puberty, family unemployment.
<p>Multi agency working</p>	<ul style="list-style-type: none"> ● Negotiate, establish and maintain effective working partnerships with other agencies and individuals in order to address needs and help remove barriers to learning for children. ● Be proactive, initiate necessary action and be able and prepared to put forward your own judgments. ● Undertake referrals to appropriate agencies to support the wellbeing and progress of individual children
<p>Sharing information</p>	<ul style="list-style-type: none"> ● Liaise with schools and other relevant bodies to gather information. ● Facilitate the sharing of information between appropriate agencies ● Provide objective and accurate feedback and reports as required, to other staff on children's achievement, progress and other matters, ensuring the availability of evidence. ● Able to use clear language to communicate information to others including children, their families, colleagues and other agencies.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the 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 school's policies, procedures and ethos.

[STAR MAT policy is to assess the performance of all new staff during the first 6 months of their contract to determine suitability for continued employment.] *Only applicable to staff joining the school after September 2019.*

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 school's policies and supporting documentation in respect of these issues.

SIGNED **POST HOLDER SIGNED**

..... **Headteacher**

DATE

PERSON SPECIFICATION**JOB TITLE:** LEARNING MENTOR**GRADE:** Grade 7

CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications & Training GCSE grade C or above in English and Maths (or equivalent) Appropriate NVQ level 3 or equivalent in teaching and learning or related area Further professional qualifications in education, social work or nursing. Trained Thrive practitioner	 X X	 X X	Application form/ documents
Experience Direct experience of children and young people within a school setting Experience of mentoring Direct experience of working with children and families. Experience of liaison with other professionals	 X x x	 X 	Application form/ interview

<p>Skills & Knowledge</p> <p>Skills in developing and planning, delivering and evaluating learning activities.</p> <p>Good listening skills</p> <p>Have an understanding of the social, emotional and mental health issues that affect children’s development.</p> <p>Have knowledge and understanding of the school curriculum and the needs of learners.</p> <p>Knowledge and understanding of SEND</p> <p>Ability to plan effective actions for children at risk of underachieving</p> <p>Ability to effectively use ICT</p> <p>Knowledge of relevant policies/codes of practice and relevant legislation</p> <p>Experience/knowledge of the Thrive Approach to Social and emotional wellbeing</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>Application form/ interview</p>
<p>Personal Qualities</p> <p>Professional with high expectations, motivation and enthusiasm.</p> <p>Approachable and friendly</p> <p>Ability to work both independently and successfully within in a team</p> <p>Excellent interpersonal skills and a sense of humour</p> <p>Able to exercise discretion and judgment and hold confidentiality</p> <p>Desire to ‘make a difference’ and improve outcomes for children at Kellington Primary School</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>x</p>		<p>Application form/ interview</p>

Ability to form and maintain appropriate relationships and personal boundaries with children and families (Professional Friend)	x		
Emotional resilience in working within challenging situations	x		
Equal opportunities To assist in ensuring that STAR MAT equalities policies are considered within the school's working practices in terms of both employment and service delivery	X		Application form/ interview
Safeguarding Committed to safeguarding and promoting the welfare of children Recent training in child protection awareness	x		References Letter Interview
		x	