



The Blue Coat School

Proud to be part of the Cranmer Trust (07687709)

Job Description & Person Specification

Learning Mentor (with responsibility for looked after children)

Grade 4, SCP 20 - 25 £20,344 - £23,836 per annum pro rata

Full time, 36.40 hours per week, term time + 1 week

PURPOSE OF POST

To assist Looked After Children in achieving their academic potential by:

- Co-ordinating additional support for students if needed
- Providing support to students with their studies
- Academic mentoring of students
- Communicating with internal and external bodies where appropriate

Reporting To

Assistant Headteacher – Achievement for All

KEY TASKS

Co-ordination of additional support for Looked After Children

Under the direction of the Assistant Headteacher with designated responsibility for Looked After Children to:

- Planning appropriate provision / support for all looked after children in school
- Attending all relevant meetings for the child to discuss and evaluate their needs
- Maintaining good records on looked after children in line with school systems
- Assist with the development and implementation of PEPs.
- Co-ordinating any necessary 1:1 academic tutoring in English and maths
- Delivering 1:1 tutoring in either English or maths using provided tutoring materials
- Supporting students independent study/completion of homework either 1:1 or in small groups
- Co-ordinating student appointments for visiting external agencies, for example the school nurse
- Leading small group sessions on wellbeing issues e.g. internet safety using materials provided
- Monitoring progress towards educational targets
- Evaluating the impact of additional support
- To support the effective transfer of student information across schools ensuring that files are transferred to the new school or college in a secure and timely way and attaining a confirmation of receipt.

Mentoring of looked after children

To provide all looked after children with academic mentoring. This will involve:

- Following the school academic mentoring programme to structure the sessions
- Building positive relationships with students
- Keeping records of the outcomes of mentoring meetings

Communication

- To be the key school contact for carers and social workers



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- To liaise closely with carers regarding issues of student wellbeing and academic achievement
- To liaise with external agencies regarding students when appropriate
- To follow systems of communication in school to ensure relevant information about children is shared.
- To liaise with the Student Support and Attendance Manager to monitor attendance for Looked After Children.

Supporting Non Looked After Children

- To academically mentor a small cohort of non-looked after students either 1:1 or in small groups. This will be short term academic coaching and support.
- To support school extra-curricular provision
- To do any reasonable tasks as directed by the Assistant Headteacher – Achievement for All.

Standard Duties

- Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
- Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and ethos of the school.
- Implement and uphold all policies, procedures and codes of practice of the school.
- Support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
- Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
- Undertake any other additional duties commensurate with the grade of the post

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



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Learning Mentor (with responsibility for looked after children) Person Specification	How identified (A/I/T)
Essential	
Qualifications	
Level 3 qualification (A-level or equivalent).	A
Level 2 qualification in English and Maths (GCSE C+ or equivalent).	A
Skills and Abilities	
Motivation to work with children and young people.	A/I/T
Excellent interpersonal skills and the ability to establish and maintain positive working relationships with young people and positively influence their development.	A/I
Able to establish good relationships with carers and families.	A/I
Able to communicate effectively with people at all levels and liaise with a range of agencies.	A/I
Able to produce clear and concise working notes/reports/records.	A/I/T
Good planning skill, including the ability to manage and prioritise workloads to achieve successful outcomes.	A/I/T
Good ICT skills.	A/I/
Good team working skills and ability to work on own initiative.	A/I/
Able to work independently with individuals / groups of children outside the classroom.	A/I/
Experience	
Experience of working under pressure and responding quickly to changing demands.	A/I
Experience of working with confidential information where discretion is paramount.	A/I/T
Personal	
Must be able to work within the ethos of the school.	A/I/T
Able to work flexibly including attending out of hours meetings.	A/I
Prepared and able to undertake home visits if required.	A/I

Any candidate with a disability who meets the essential criteria will be guaranteed an interview