

## Virtual School Learning Mentor (Post-18)

**Service:** Virtual School  
**Band:** 5  
**Reporting to:** Virtual School Deputy Head  
**Responsible for:** N/A



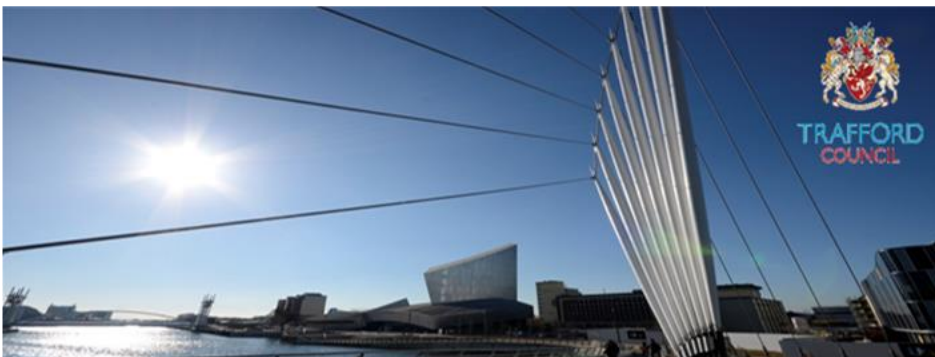
### About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Trafford – where all our residents, businesses and communities prosper***

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



### Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring.

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

### Overview

This is a new role within Virtual School which is the statutory service that oversees the education of looked after children, previously looked after children and children in need. This purpose of this role will be to provide support to Post-18 Care Leavers, particularly those who do not have a Level 2 qualification in Maths and English.

### Your Main Priorities

- The Learning Mentor works with Aftercare Workers, Social Workers, Virtual School, Designated Teachers and other agencies to provide additional support and guidance to Care Leavers who need to overcome barriers to learning, targeting help to those young people who need it most. The primary aim is to promote the educational attainment of Trafford's Care experienced young people.
- The role involves supporting young people in colleges, residential homes and in the community. The role also involves travelling to visit young people in these settings.

### Key duties

- Managing a caseload of Care Leavers who have been identified as experiencing barriers to learning.
- Developing a 1-1 mentoring relationship with young people receiving support.

- Assessing the needs of specific young people, tailor interventions to meet these needs, and liaise with Virtual School colleagues and external agencies where necessary. You will also promote the educational needs of Children in Care with external partners such as schools/colleges and advocate for young people as appropriate.
- Developing and facilitating small group support sessions for young people
- Working alongside members of the Aftercare Service and act as the ETE specialist within this team.
- Follow administrative systems and procedures set out within the Local Authority Children in Care guidelines.
- Participate in staff development programmes and take responsibility for professional development.
- Develop knowledge and appreciation of the range of programmes, activities, courses, opportunities, organisation and individuals that could be drawn upon to provide extra support for pupils.
- Attend relevant meetings including the monthly Virtual School Resource Panel and contribute to decision making regarding the use of Pupil Premium Grant.
- Keeping up to date computerised records of work with young people and their families and provide progress reports and management information in relation to this post as required.
- Undertake home visits as necessary to work with young people and their parents to overcome barriers to learning within education.
- Track, monitor, evaluate and record the young person's progression in education.
- Working within the classroom, withdrawing pupils from lessons for intervention or working with pupils at home
- Working with colleagues and schools/colleges to prevent the exclusion of children in care.
- Supporting schools/colleges and social workers to maintain high aspirations for Care experienced young people throughout their school/college career and in progression to further and higher education.
- Develop effective relationships and positive working practice across a range of services and agencies including social services, health and voluntary organisations.
- Strengthen the voice of children in care at all stages in their education.
- Ensure children in care feel valued and that their achievements are celebrated.
- Undertake any other duties as required by the Head of Service that are commensurate with the grade of the post.

## About You

### Qualifications and Professional Development

- Level 2 qualification in English and Maths
- Evidence of further study or qualifications
- A relevant qualification in mentoring or similar or a willingness to undertake this

### **Experience and Knowledge**

- At least 12 months experience of working with vulnerable young people and children in a support role.
- Experience of using Information Technology for a range of different purposes
- Knowledge of statutory guidance relating to Promoting the Education of Looked After and Previously Looked After Children
- An understanding of the Statutory Duties and processes and obligations regarding the requirements to complete PEPs for all children in care

### **Skills and abilities**

- An ability to work independently, as well as working closely with learning providers, statutory services and other agencies on behalf of young people.
- An ability to develop productive and effective relationships with children and young people, either individually or in group settings.
- An ability to meet deadlines and prioritise one's own workload.
- An ability to contribute to the assessment of the needs of young people and their families and plan to meet their needs.
- An ability to work within a framework of supervision, using initiative and demonstrating creative solutions to problems.
- Ability to demonstrate an understanding of practical implications of equal opportunities legislation.
- Ability to demonstrate a commitment to continuing professional development.
- Ability to drive and use of a vehicle.
- Ability to work closely with staff from a wide range of agencies and backgrounds to develop intervention programmes for individual young people
- An ability to plan and to deliver a programme of Individual Mentoring to Children In Care and an ability to monitor and measure the success of such programmes

### **Special Conditions**

- DBS required
- Car User
- Flexibility required in working patterns as evening work required

Date prepared/revised: 17/09/2021

Prepared/revised by: LB/RP/CH

Version Control:

Version No.	Date	Description
V1	-	New
V2	17.9.21	Updated

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.  
To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.