



THE KEYS FEDERATION ACADEMY TRUST

'Unlocking Each Child's Potential'

The Keys Federation Multi-Academy Trust is a values-led organisation comprising of Christian and community schools. All staff are expected to support the Trust's ethos and our 'Spirit of Purpose'.

JOB DESCRIPTION – Learning Mentor

MAIN PURPOSE OF THE ROLE:

To provide pastoral care and support to pupils for their mental and physical welfare, encouraging positive attitudes and behaviour around the school

As an employee within The Keys Federation, staff may be required to work at any school within the Federation.

Reporting to: Director of Academy Excellence/Principals/Teachers/other senior school staff

Responsible for: Lunchtime Organisers

Liaising with: Senior school staff, teaching and support staff, LA, parents/carers

Salary Scale: Grade 5

DBS Disclosure Level: Enhanced

Professional Responsibilities

To work closely with children, their families, school staff and other professionals to identify and address barriers to learning

To assist in the implementation of the pastoral care and guidance system for the school including welcoming parents onto the premises both morning and afternoon

To line manage and develop lunchtime support staff ensuring consistency of standards and appropriateness of activities

Be the Deputy Designated Child Protection Officer and provide administrative support including CAF/PSP/PEP attending meetings as necessary, reporting back to inclusion manager and Principal on a regular basis

To assist in the development and implementation of all safeguarding policies and supporting procedures

To manage record systems and processes and assist the Designated Person in being responsible for child protection documentation

To supervise whole classes when required and in the short term absence of a teacher and/or to provide support to teaching staff and students.

To manage the attendance policy and procedures in consultation with the Principal

To liaise with a range of people including parents/carers and other professional agencies

To assist in the development and implementation of education / behaviour / support / mentoring plans

To assist in the assessment of students to identify those in need of particular support

To co-ordinate support and intervention strategies and intervention packages, both internal and external, for vulnerable students

To manage and co-ordinate the supervision of pupils who are not working to a normal timetable through provision of nurture group/nurturing approach

To monitor and evaluate student's responses and progress against action plans through observation and planned recording and to provide objective and accurate feedback and reports as required.

To develop links with the community through Event co-ordination, Toddler Group, Family Learning, school representation at PTA meetings/events etc including participation in school events outside of working hours.

Attendance at Parents' evenings and parent briefings/meetings

To uphold excellent standards of customer service at all times

To sign and uphold the Federation's Code of Conduct

Embrace and actively take part in the 'Spirit of Purpose', fulfilling obligations to maintain and continue professional development in line with the Keys Federation expectations.

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Federation's policy and be responsible for self motivation towards agreed targets.

To undertake Health and Safety Training on areas within the designated work area.

To undertake Paediatric First Aid Training as per the school training cycle.

To undertake Safeguarding Training as the Deputy Designated Person for Child Protection as per the school training cycle.

The job description encompasses the above statements, but the Learning Mentor should be willing to undertake any other tasks that the CEO, Director of Academy Excellence or Principals might reasonably require

Signed Post Holder

Name Post Holder

Date

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PERSON SPECIFICATION – Learning Mentor

ESSENTIAL SKILLS/QUALIFICATIONS

Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths

Training in the relevant strategies or a willingness to undertake such training, eg behaviour management

Specialist skills/training in a particular area, e.g. Counselling, Bereavement

Willingness to undertake paediatric first aid, Safeguarding and Designated Persons training and any further relevant training

Experience of working with young people in a voluntary or professional capacity

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post:

Knowledge of relevant policies/codes of practice in behaviour management

Knowledge of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children

Knowledge of relevant legislation

Applicants should be able to provide evidence that they have the following necessary skills and abilities:

Ability to implement and monitor systems to evaluate and improve the activities of pastoral care

Demonstrate a commitment to promoting and achieving equal opportunities for students

High level of communication skills to deal with both children and adults

Ability to engage and influence others

Ability to use a range of strategies to deal with whole classroom and individual behaviour

Ability to constantly improve own practice/knowledge through self evaluation and

Learning from others

Ability to use initiative to respond to and resolve problems

Ability to deliver objectives and targets within agreed timescales

Willingness to work outside of normal school hours when required

Ability to lead and work effectively as part of a team

Ability to identify own training and development needs

To show commitment to sustain excellent attendance at work

Commitment to and participation in the wider life of the schools and Federation

Willingness to be flexible and adaptable as determined by the needs of the schools and the Federation

Legally entitled to work in the UK

DESIRABLE SKILLS/QUALIFICATIONS

Understanding of LA support services

Knowledge of how to use a range of computer programmes

Working knowledge of other professional agencies providing pastoral/physical/mental health for liaison and support

Experience of supervising other staff

ILM or equivalent supervisory experience/qualification

Ability to organise, lead and motivate a team