

**Learning Mentor**

**JOB DESCRIPTION**

**SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:**

**KEY AREAS**

1. To establish, provide, develop and maintain effective and supportive mentoring relationships with children and young people identified as underachieving.
2. To devise, implement and evaluate the impact of structures, interventions and programmes of support, promoting effective participation, enhancing individual learning, raising aspirations.
3. To organise a programme of activities outside the classroom that support educational and social development of identified children including nurture activities, friendship building, play therapy, lego therapy, mindfulness, relaxation therapy, listening and coaching skills, emotional resilience.
4. To ensure the smooth running of the lunchtime, both inside and outside the school building , working collaboratively with lunchtime dinner supervisors and other staff. (This will meant that the candidate’s lunchtime is taken at a separate time to the children)
5. To teach individuals / groups of children both inside and outside the classroom, in order to support the educational progress and social integration of identified individuals. (Pupil Premium/Vulnerable Children).
6. Encourage parents to develop their children’s life skills such as planning and preparation for the school day, engaging productivity within the curriculum, understanding school procedures including homework and taking up extra curricular activities.
7. To contribute to a child’s emotional well being, health, safety, welfare and safeguarding, utilising the Framework for Action, Early Help Assessment and Team Around the Child (TAC) Common Processes within agreed legal, professional and ethical boundaries.
8. To establish and maintain appropriate relationships, contact and communication with families/carers, to keep them informed of progress and involvement, signpost them and to additional services and support to address issues that may be impacting on their engagement with education.
9. To negotiate, establish and maintain effective working partnerships with other agencies and individuals in order to address childrens’ needs and help remove barriers to learning.
10. To promote inclusion for children and young people and their families.
11. To work with individual and groups of children and young people in supporting their attainment, inclusion, transitions and transfer between phases in learning, educational establishments e.g. transfer from primary to secondary schools, reintegration following exclusions and life transitions within the family.
12. To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.
13. To set an example of personal integrity and professionalism.
14. Maintain accurate records and documentation pertaining to course organisation, delivery and evaluation, meetings and contact with families.
15. Attend training and supervision as required.
16. Other standard clauses: Any other duties and responsibilities within the range of the salary grade. All duties and responsibilities must be carried out with due regard to the Council’s existing policies such as Child Protection, Health and Safety, Equal Opportunity and Data Protection.

**Job Role**

To participate, with others, in the assessment of children and young people in the setting, in order to identify all those who need extra help in overcoming barriers to learning, such as, social and emotional difficulties, poor attendance, lack of motivation, disaffection, low aspirations and those with parents/carers who are unable to effectively support their education and learning.

To devise, implement and evaluate the impact of structured interventions and programmes of support, promoting effective participation, enhancing individual learning, raising aspirations, enabling children and young people to ensure they meet their full potential.

To promote speedy and effective transfer of information of identified children and young people between educational settings, schools and other individuals and agencies when required.

To have knowledge of and information on the range of activities, courses, opportunities, individuals and organisations that could be drawn upon or signposted to as additional support or resources to work with children, young people and their families.

To agree mutual roles and responsibilities and information exchange protocols with other agencies and provide accurate and up to date information as required.

To provide regular opportunities to monitor the progress of individual children and young people to help enable families and carers to resolve any issues they may have.

To maintain records and information systems both computerised and manual, with due regard for safeguarding, data protection and confidentiality.

To attend training, professional development sessions and meetings with partner agencies and services working with children and young people to support families e.g. Early Help Assessment/Safeguarding.

Appraise the impact of programmes and interventions through sustained records and documentation, monitoring and evaluation.

To work positively and inclusively with colleague and customers so that our school provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfil personal requirements, where appropriate, with regard to ours school policies and procedure, health, safety and welfare, customer care, emergency, evacuation and security and promotion of the Council’s Mission Statement.

To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.