

Job description

Job title:	Learning Mentor – Levels 1, 2
Job ref:	XS 10
School:	
Grade:	XS 10a Dorset Grade 5 / XS 10b Dorset Grade 7
Reports to:	Senior nominated member of staff

Main job purpose

Working under guidance: provide short term support in addressing the needs of a case load of pupils who are demotivated or disengaged to overcome a range of barriers to learning. This support is likely to include working individually with pupils, working with pupils in small groups, working with other parties/agencies including parents.

Main responsibilities and duties

Support for pupils:

- Work with selected pupils out of the classroom situation. This could include pupils excluded from or otherwise not working to a normal timetable
- Develop 1:1 mentoring arrangements with pupils which enable the pupil to agree plans and targets to move forwards
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
- Provide support to pupils to enhance their emotional health and well-being (EHWB)
- Help pupils to follow individual Education Plans where appropriate
- Assist in organising and running small group interventions e.g. circle time
- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent
- Challenge and motivate pupils
- Promote and reinforce self-esteem
- Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
- Act as a positive role model
- Liaise with parents/carers as appropriate
- Network with other learning mentors, teachers and professionals, eg educational psychologist
- Support for the teacher:
 - Support pupils' access to learning using appropriate strategies, resources etc
 - Provide feedback on pupil's progress as required
 - Maintain records as agreed with other staff, contributing to reviews as requested
 - Assist in the implementation of strategies to promote positive behaviour and attitudes
- Support for the curriculum:



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- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required
- Clerical/admin support e.g. dealing with correspondence, making phone calls etc
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

Experience:

- Experience of working with children of relevant age
- Experience of working with pupils with additional needs
- Qualifications:
 - Numeracy and literacy skills equivalent to Adult Basic Skills level 2
 - Completion of the National Learning Mentor training is desirable
- Knowledge/Skills:
 - Working knowledge of relevant policies/codes of practice and awareness of relevant legislation
 - Working knowledge of national curriculum and other relevant learning programmes
 - Understanding of principles of child development and learning processes and in particular, barriers to learning
 - Developing knowledge of Local Authority, local and national organisations which can provide services and activities to support pupils and broaden and enrich their learning
 - Ability to relate well to children and in particular to motivate children to engage in the learning process
 - Ability to work effectively with parents/carers and a range of professionals

Progression in Post (if applicable)

Progression to Grade 7 will be subject to the achievement of Level 3 NVQ 3 in Learning and Development and Support Services for Children, Young People and Those who Care for Them or Level 3 NVQ in Supporting Teaching and Learning in Schools or an appropriate specialist qualification at or above Level 3 NVQ.



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Further duties and skills expected for staff working at Senior Level (Grade 7):

- Participate in comprehensive assessment of pupils to determine those in need of particular help
- Plan effective actions for pupils at risk of underachieving
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils
- Work with other staff planning, evaluating and adjusting learning activities as appropriate
- Deliver, with support, small group interventions eg circle time
- Be pro-active in gaining comprehensive personal knowledge of Local Authority/local/national sources and contact in order to facilitate access to services, activities, courses, organisations and individuals to provide support for pupils and broaden and enrich their learning
- Monitor and evaluate pupils' responses and progress against action plans to learning activities through observation and planned recording
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Further admin support at a higher level e.g. compilation/analysis/reporting on attendance, exclusions etc.
- Take part in multidisciplinary meetings, Common Assessment Framework (CAF) assessments etc
- Undertake relevant and appropriate further training
- Provide guidance to and supervision of other Learning Mentors • Undertake relevant and appropriate advanced training

Approval			
Prepared by		Date	June 2008
Designation			

