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| Title: | Learning Mentor |
| Reports to: | Lead Learning Mentor |
| Salary Grade: | TD14-TD18 |
| Hours: | 32.5hrs per week, 45 weeks (term time plus 1 week) |

Core Purpose:

Increasing the attainment and aspiration of referred students, providing support in addressing the needs of students who need particular help to overcome barriers to learning

Key Responsibilities:

Supporting the Student

- To identify, track and monitor progress of assigned students
- To raise awareness of challenges and benefits of education to students/parents and carers
- To facilitate close working relationships between TDA/Junior College and outside partners
- To have knowledge and appreciation of a range of activities to provide aspiration for students
- To have knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students.
- To keep accurate and up-to-date records on the progress of assigned students
- To network with other learning mentors and share best practice.
- Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy).

Supporting the Heads of House and Tutors

- Work with the Heads of House and Tutors in devising and sharing support strategies for assigned students
- Liaise with Heads of House/Tutors to identify students who require mentoring support
- Contribute to behaviour management within the school

Supporting the School

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, dealing with/reporting concerns to an appropriate person.
- Be responsible for the provision of out-of-school learning activities within guidelines established by the school. Supervise students on visits and trips as required.
- Contribute to upholding the core values and ethos of the academy.
- Support the DVP and SENDCo in the review, implementation, development and monitoring of individual learning plans.
- Attend team and staff meetings and ensure minutes are followed up if unable to attend.
- Take part in the academy's staff development programme by participating in arrangements and opportunities for continuous professional development.
- Alert the DVP/SENDCo of any persistent or major problems being experienced by students and contribute towards a solution.
- Establish good relationships, encourage good working practices and support other members of staff.
- Attend and participate in parent consultations.

General Responsibilities:

- Take on any additional responsibilities which might from time to time be reasonably determined
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board
- Engage with appropriate training opportunities to promote professional effectiveness in this role
- Promote a flexible approach to meet the changing needs of the Academy.
- Ensure that teaching and other staff receive adequate support to meet educational and operational objectives

Academy Responsibilities

In addition to the specific responsibilities of this post, every member of staff at the Academy will commit to:

- Providing a courteous and efficient service to students at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- Working to maintain the Academy at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Academy's operation
- Promote the safeguarding of all students

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Person Specification - Learning Mentor

| ATTRIBUTES | ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
|--------------------------------------|---|---|
| Qualifications | <ul style="list-style-type: none"> GCSE English and Maths (grades A*-C) or equivalent. | Any mentoring or youth work qualifications. |
| Experience | <ul style="list-style-type: none"> Working with young people and their families. Supporting young people in challenging circumstances. Monitoring the impact of mentoring interventions. Dealing with confidential and sensitive information. | |
| Knowledge & Understanding | <ul style="list-style-type: none"> Knowledge of relevant policies/codes of practice and legislation in relation to education and child welfare/protection Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance as appropriate. Understanding of the National Curriculum. Understanding of personalised learning and its importance to some young people. An understanding of inclusion within formal/informal settings. | |
| Skills & Abilities | <ul style="list-style-type: none"> Ability to work effectively within a team. Ability to use a range of IT packages, i.e Microsoft Word, Excel, PowerPoint, Publisher and Outlook. Ability to build effective working relationships with young people, parents/carers and colleagues. Ability to promote a positive ethos and to role model positive attributes. Good communication and interpersonal skills. Good organisational and time management skills. Ability to work collaboratively with teachers and others. Ability to take responsibility and work with autonomy within set boundaries. Ability to support a range of educational activities. | |
| Commitment | <ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of all young people at Thomas Deacon Academy and awareness of own responsibilities in this regard. | |