

Job description **Learning Mentor**

Job purpose

The post holder will ensure pupils achieve their full potential by providing support and assistance which will help pupils to overcome barriers to learning.

The Post holder will work predominantly with Pupil Premium pupils, as well as other students from disadvantaged backgrounds and those with barriers to learning. The variety of issues covered will be vast, ranging from punctuality, absence, bullying, challenging behaviour, abuse and low esteem but will predominantly focus on learning support and with a curriculum focus of English, Maths and Science.

The Post holder will provide a range of support services designed to enhance existing provisions, support learning, increase participation, enable catch up and encourage social inclusion.

Specific responsibilities

1. Contribute to pupils' learning and development by:
 - Identifying and supporting learning and development needs.
 - Developing an appropriate plan to build a relationship designed to engage pupils in order to support improvement.
2. Monitoring and evaluating the effectiveness of the mentor support provided.
3. Develop appropriate relationships with pupils to engage them in learning and support academic improvement.
4. Communicate with parents/carers on how they can support their child.
5. Contribute to and participate in assessment to identify individual barriers to learning.
6. Under the guidance of Line Manager develop appropriate strategies, options and alternatives to overcoming barriers to learning.
7. Develop, agree and implement a mentor plan with pupils and those involved to set targets, providing meaningful measures of achievement, monitoring progress, identifying additional need and celebrating success.
8. Develop and organise relevant activities to create a stimulating, safe and secure environment to engage children and young people's in order to support learning.
9. Liaise with all relevant staff and any external professionals to ensure understanding, support and commitment to the approaches and strategies being used.
9. Academic mentoring with a focus on English, Maths and Science but which may include other curriculum areas as directed.
10. Work within the Academy's policies, liaising with teaching/ non-teaching staff and external agencies to support pupils displaying difficult or challenging behaviour drawing from a range of appropriate techniques, skills and strategies.
11. Monitor pupils' conduct and behaviour during individual sessions and take appropriate action when it is required, following the Academy's Behaviour policy.
12. Supervision of prep sessions, some of which may take place during the students lunch time or after school.
13. Attend and participating in relevant training.

Skills and abilities

1. The post holder must be educated to GCSE level, and have obtained 5 GCSE'S and ideally GCSE'S in English and Maths (Grade A* to C) must have been awarded and the post holder

must be able to demonstrate strong skills in these areas. The post holder will ideally be educated to degree level.

2. The post holder will have the ability to communicate, influence, persuade, motivate and engage with a wide range of children/young people, their families and carers in order to achieve maximum engagement by all to support the pupil in achieving their full potential. The post holder will demonstrate good general interpersonal and communication skills.
3. The Post holder will have a strong knowledge and understanding of child protection, health, safety and security, confidentiality and data protection, copyright etc.
4. The Post holder must have the ability to use ICT for administration and pupil learning.
5. The post holder will show a commitment to learn new skills and expand on current skill set and demonstrate a willingness to pass on knowledge and techniques to others.
6. The post holder will be able to deal with conflicting demands and work flexibly.

General

The Post holder will;

1. Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
2. Support the values and ethos of the Academy.
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager.
4. Be aware of and support difference and ensure equal opportunities for all.
5. Contribute to the overall aims of the Academy.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training and other learning activities and performance development as required.
9. Recognise own strengths and areas of expertise and use these to advise and support others.

The Learning Mentor will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this job profile is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Learning Mentor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager or Principal.

This job description does not form part of the Contract of Employment.

Signed

Date