



CARLTON LE WILLOWS ACADEMY

JOB DESCRIPTION

Outreach Mentor

Responsible to:	Special Educational Needs Co-ordinator
Responsible for:	The provision of a full learning experience and support for students
Working Time	Full time (37 hours per week, term time only)
Disclosure level	Enhanced

PURPOSE

To work under the guidance of the SENCo to support individual and / or groups of students so they can access the curriculum and raise their attainment.

MAIN DUTIES

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

1. Delivering 1 to 1 or group learning within the home, public building or school.
2. Working closely with colleagues, under the direction of the SENCo, to prepare and monitor learning pathways and activities to meet the individual needs of mentees.
3. Support students to engage with learning via direct outreach mentor led sessions and online learning resources.
4. Adapting learning activities and resources for mentees as required to ensure high levels of participation and engagement. This includes preparation of materials and resources as needed.
5. Establishing positive relationships with mentees, acting as a positive role model for them, setting high expectations and developing their confidence.

6. Evaluating the work of mentees at the end of outreach sessions, reporting any concerns to the SENCo as required.
7. Monitoring the punctuality, attendance and behaviour of mentees during outreach sessions and whilst accessing independent learning, reporting any concerns to the SENCo as required.
8. Working alongside the SENCo to establish links with relevant outside agencies
9. Establishing and maintaining regular links with parents and carers, providing feedback about students' strengths and apparent barriers to learning as necessary.
10. To act as a key worker for named students providing emotional regulation support and act as the point of reference for that student.
11. Acting as amanuensis/ reader / scribe for students during examinations and tests as required.
12. Assisting mentees with the smooth transition between educational phases, alternative provision and return to school.
13. Undertaking administration duties as required by the SENCo in connection with the role of mentor.

General:

- 1 Contributing to the overall ethos/work/aims of the Academy.
- 2 Being aware of and support difference, thereby ensuring all students have equal access and opportunities to learn and develop.
- 3 Participating in the appraisal process, attending training and other learning/development activities as required.
- 4 Being aware of and support the implementation of Academy policies and procedures.
- 5 Having due regard to child protection procedures reporting concerns as necessary to the designated person.
- 6 Being aware of confidential issues linked to home, student, teacher, school work and to keep confidences as appropriate.
- 7 Playing a full part in school life by contributing to students' wider development through, for example the role of co-tutor, and participation in extracurricular activities and events.
- 8 Attending meetings and liaising and communicating with colleagues as required.
- 9 Supervising students during the day and in the school grounds as required, including before and after the school day.

10 Accompanying staff and students on educational visits as required.

11 To undertake any such duties as may be required by the headteacher.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the Job Description.

Signed: (Employee) Date: