

## Harlands Primary School – Job Description

<b>Job Title:</b> Learning Mentor
<b>Scale:</b> Grade 5

### **Purpose of the Post**

- To provide support and guidance to children, young people and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.
- To provide a complementary service that enhances existing provision in order to support learning, participation and encourage social inclusion by developing and maintaining effective and supportive mentoring relationships with children, young people and those engaged with them.
- To work within an extended range of networks and partnerships to broker support and learning opportunities and improve the quality of services to children and young people.

### **Key Responsibilities**

- To facilitate children and young people's learning and development through mentoring by identifying learning and development needs, planning for how these needs will be addressed through mentoring and reviewing the effectiveness of mentoring.
- To contribute to the identification of barriers to learning for individual children and young people and provide them with a range of strategies for overcoming the barriers.
- To develop, agree and implement a time bound action plan with groups and individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs to maintain accurate records of work for each identified pupil.
- To support children and young people's successful transfer and transition in learning and development contexts.
- To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To develop and maintain appropriate contact with the families and carers of children and young people who have identified needs and to keep them informed about the pupil's needs and progress, and to secure positive family support for the pupil.
- To facilitate access to specialist support services for children and young people with barriers to learning.
- To negotiate, establish and maintain effective working partnerships with other agencies and individuals in order to address needs and help remove barriers to learning for children and young people.

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### Key Responsibilities continued

- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.
- To meet regularly with the designated line manager to report on progress of identified pupils.
- To attend and participate in relevant meetings as required
- To participate in training and other learning activities and performance development as required
- To be aware of contribute to the overall ethos/works/aims of the school
- To be aware of and support difference and ensure equal opportunities for all
- To undertake other duties, appropriate to the post, as may be required from time to time

## Harlands Primary School – Person Specification

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<b>Scale:</b> Grade 5

<b>ESSENTIAL EXPERIENCE, QUALIFICATIONS AND KNOWLEDGE:</b>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children and young people, taking a keen interest in and supporting their learning, welfare and achievements either in a paid or voluntary capacity (as a teacher or play/youth worker, for example)</li> <li>• Evidence of relevant training and/or professional development for the role of Learning Mentor</li> </ul>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills with at least a qualification at GCSE grade C, NVQ level 2 or equivalent</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Ability to establish and develop effective one to one mentoring and other supportive relationships with children and young people</li> <li>• Ability to provide a good role model to children and young people and a commitment to helping children and young people achieve their potential</li> <li>• Knowledge and understanding of child protection and health and safety practices and procedures</li> <li>• Good listening skills and the ability to communicate effectively with children and young people, families, school staff and a range of other professionals</li> <li>• Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation.</li> <li>• Ability to exercise initiative, work independently and take responsibility for the delivery of a programme</li> <li>• Ability to work flexibly</li> <li>• Ability to operate within networks</li> <li>• Ability to work effectively in a team and to work with individuals, institutions and organisations</li> <li>• Ability to communicate well through a variety of means (verbally, in writing and electronically)</li> <li>• Understanding and awareness of equal opportunities, experience of strategies to promote equality of opportunity and a commitment to work within the Council's Equal Opportunities Policy</li> </ul>
<b>DESIRABLE EXPERIENCE, QUALIFICATIONS AND KNOWLEDGE:</b>	
	<ul style="list-style-type: none"> <li>• Experience of working in a school, college, youth or social work setting</li> <li>• Experience of helping children and young people to find out and use services and facilities</li> <li>• Relevant qualification in education, social work, nursing or similar profession, eg NNEB, BTEC, Cert Ed, CQSW</li> <li>• Knowledge and experience of working with multiple support agencies</li> <li>• Ability to use ICT for administration and learning</li> </ul>