



## JOB DESCRIPTION & PERSON SPECIFICATION

### Learning Mentor

Grade 4, SCP 12 - 17 £21,589 - £23,836 per annum (this will be pro rata'd)

Full time, 36.40 hours per week, term time + 1 week

#### PURPOSE OF POST

To assist children in achieving their academic potential by:

- Co-ordinating additional support for students if needed
- Providing support to students with their studies
- Academic mentoring of students
- Communicating with internal and external bodies where appropriate

#### Reporting To

Assistant Headteacher – Pupil Engagement and Well-being

#### KEY TASKS

##### Co-ordination of additional support for children

Under the direction of the Assistant Headteacher to:

- To academically mentor a small cohort of non-looked after students either 1:1 or in small groups. This will be short term academic coaching and support.
- Attending all relevant meetings for the child to discuss and evaluate their needs
- Building positive relationships with students
- Keeping records of the outcomes of mentoring meetings
- Monitoring progress towards educational targets
- Evaluating the impact of additional support
- Leading small groups sessions on wellbeing issues e.g. internet safety using materials provided
- To support school extra-curricular provision
- To liaise with external agencies regarding students when appropriate
- To follow systems of communication in school to ensure relevant information about children is shared.
- To support the effective transfer of student information across schools ensuring that files are transferred to the new school or college in a secure and timely way and attaining a confirmation of receipt.
- To do any reasonable tasks as directed by the Assistant Headteacher – Pupil Engagement and Well-being.

##### Standard Duties

- Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
- Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and ethos of the school.
- Implement and uphold all policies, procedures and codes of practice of the school.
- Support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.



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- Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
- Undertake any other additional duties commensurate with the grade of the post

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

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**



Learning Mentor Person Specification	How identified (A/I/T)
<b>Essential</b>	
<b>Qualifications</b>	
Level 3 qualification (A-level or equivalent).	A
Level 2 qualification in English and Maths (GCSE C+ or equivalent).	A
<b>Skills and Abilities</b>	
Motivation to work with children and young people.	A/I/T
Excellent interpersonal skills and the ability to establish and maintain positive working relationships with young people and positively influence their development.	A/I
Able to establish good relationships with carers and families.	A/I
Able to communicate effectively with people at all levels and liaise with a range of agencies.	A/I
Able to produce clear and concise working notes/reports/records.	A/I/T
Good planning skill, including the ability to manage and prioritise workloads to achieve successful outcomes.	A/I/T
Good ICT skills.	A/I/
Good team working skills and ability to work on own initiative.	A/I/
Able to work independently with individuals / groups of children outside the classroom.	A/I/
<b>Experience</b>	
Experience of working under pressure and responding quickly to changing demands.	A/I
Experience of working with confidential information where discretion is paramount.	A/I/T
<b>Personal</b>	
Must be able to work within the ethos of the school.	A/I/T
Able to work flexibly including attending out of hours meetings.	A/I
Prepared and able to undertake home visits if required.	A/I

Any candidate with a disability who meets the essential criteria will be guaranteed an interview