

Job Description

Learning Mentor



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Learning Mentor	Post No	
School	Castle Bromwich Junior School		
Salary Band/Range	Local Authority Band C £ 24702- £27334 [FTE- will be Pro rated]		
Responsible to	Deputy Headteacher/SENCo		
Location	Castle Bromwich Junior School Prosper Together MAT		
DBS Check	YES		
Special Conditions			

1. Job Purpose

Within a school situation, to support pupils most in need, raising standards of achievement, personal development, engagement and attendance.

To provide guidance, support and nurture to children and young people both within and beyond the school, working with parents and other services encouraging trust and mutual support.

To provide support and guidance to children and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve their potential

This work will be undertaken through a combination of support in classrooms, one to one mentoring, signposting young people to other sources of help or opportunities outside school, working with the Inclusion Team to enable parents to support their children more effectively; and, facilitating the efficient transfer of information.

2. Key Responsibilities

2.1 Main Duties

- liaising with school staff to identify pupils who would benefit from mentoring and in class support
- implementing strategies and supporting pupils in self-esteem and confidence-building activities;
- listening to and helping pupils resolve a range of issues that are creating barriers to learning;
- drawing up agreed action plans with pupils, outlining the aims of the mentoring;
- to work with pupils who may need time away from their classroom setting
- Helping pupils to modify their behaviour in school, for example by introducing them appropriate school based techniques.
- encouraging pupils to build constructive relationships with staff and fellow students.

- advising parents on behaviour strategies and parenting skills;
- support children to have successful lunchtimes
- To summarise impact of work with assigned pupils using school based software
- To establish constructive relationships with parents/carers; exchanging information about their wellbeing, impact of support, making links with the community as appropriate. (Summer clubs and after school activities.)
- To undertake other duties, appropriate to the post, as may be required from time to time.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To signpost and co-ordinate external support for pupils and families
- Recording and transfer of information Supporting the transition of pupils
- Contributing to:

The extended curriculum
Behaviour management policy
Personal and social development and peer mediation
Inclusion policy

Learning Mentors will work with:

Pupils

- Making sure that they are aware of why they have been selected
- Building on relationships to encourage trust and mutual support
- Work on social interactions
- Make children aware of their responsibility and contribution to the class
- Set individual targets, hopefully generated by the pupils themselves
- Monitor attendance and punctuality of identified pupils
- Inform pupils of personal progress made

Parents

- Liaise on a regular basis, keeping them informed and up to date with progress.
- Encourage parents to work in conjunction with the school.
- Undertake home visits
- Helping parents to understand the importance of regular attendance, punctuality and the need for school rules.
- Support and encourage parents attendance at parents' evenings

School Staff

- Liaise with all members of staff, keeping them informed and updated on progress
- Offer strategies to staff on how to best support pupils.
- Actively engage in school inclusion meetings

Other Agencies

- Liaise with all external services e.g. school doctor and nurse, speech, hearing, sight and speech services, education welfare officers (attendance) education psychology, etc

2.2 People

The postholder will not be responsible for any staff.

- Being aware of the needs of individuals in work with and liaising with appropriate colleagues on matters of concern and success

	<ul style="list-style-type: none"> Encouraging fair and appropriate behaviour amongst the children and dealing with any challenging behaviour Working in close partnership with parents , colleagues and other agencies
2.3	Safeguarding
	School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	The post holder has no financial responsibilities.
2.5	Buildings & Equipment
	The post holder is responsible for the collection, use and storage of materials and for monitoring and requesting materials as required. There is some direct responsibility for physical resourcing in the handling and processing of manual or computerised information, where care, accuracy, confidentiality and security are important.
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3. Other Conditions	
3.1	Mobility
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school or MAT they may be required.
3.2	Equal Opportunities
	School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	Variations to Job Descriptions
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	Training and Development
	The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
3.6	Core Qualities & Leadership Framework

		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.
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4. SPECIAL CONDITIONS OF EMPLOYMENT
<p>4.1 NO SMOKING POLICY</p> <p>The Council operates a 'No Smoking' policy. As such, the post holder is required to refrain from smoking in any Council workplace.</p> <p>4.2 HEALTH AND SAFETY</p> <p>The post holder will be responsible for their personal Health and Safety, in line with the Council's Health and Safety Policy.</p> <p>As an employee of Solihull MBC, the post holder will be responsible for observing their health and safety responsibilities, as laid down in the Corporate and Departmental Health and Safety policies. In addition, the post holder will be responsible for co-operating with their line manager, so that they may discharge their Health and Safety responsibilities effectively.</p> <p>The post holder should refer to, and take note, that specific responsibilities are detailed in Corporate and Departmental Health and Safety Policies.</p>

<p>4.3 INFORMATION QUALITY</p> <p>You are responsible for ensuring that you comply with the Council's Information Quality Standards</p> <p>4.4 TRAINING AND DEVELOPMENT</p> <p>The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to contribute to identify and meet job-related development needs.</p> <p>4.5 INFORMATION MANAGEMENT</p> <p>As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.</p> <p>4.6 EQUAL OPPORTUNITIES</p> <p>SMBC are committed to a wide range of diversity issues, including Equal Opportunities. As an employee of SMBC, the post holder is expected to demonstrate a commitment to a wide range of diversity issues, including Equal Opportunities.</p>
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Compiled/Reviewed	S.Hobden
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