



Job Description			
Job Title	Learning Mentor	Job Holder	
Author	Jo Evans	Date Created	March 2020
Date Reviewed		Next Review Date	
Level	5	SCP	SCP 13 – 23 (£22,947 - £27,925)

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role
<p>To provide support and guidance to children by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.</p> <p>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.</p>

Responsibilities – To:	
1.	To facilitate children’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.
2	To contribute to the identification of barriers to learning for individual children and provide them with a range of strategies for overcoming these barriers.
3	In agreement with the Deputy Head Teacher, to develop and implement a time bound action plan with groups and individuals based on a comprehensive assessment of their needs and to maintain accurate records taking into account the school’s Data Protection policy.
4	To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement.
5	To develop and maintain appropriate contact with the families and carers of children 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.
6	To facilitate access to specialist support services for children with barriers to learning.
7	To operate within legal, ethical and professional boundaries when working with children ensuring awareness and compliance with Keeping Children Safe in Education March 2015.
8	To meet regularly with the Deputy Head Teacher to report on progress of identified pupils and raise any concerns.
9	To work closely with the class teachers to ensure that everyone is aware of the Learning Mentor strategies and that they are implemented and reviewed.
10	To advise parents on behaviour strategies and parenting skills.
11	To organise and run lunchtime or after school activities to support vulnerable children.
12	To take a key role in supporting children with barriers to learning with transition to secondary and other schools as appropriate.
13	Attend and participate in regular meetings including annual reviews.
14	Participate in training and other learning activities as required.
15	Supervise students on visits, trips and out of school activities as required.



Duties	
1.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Claycots School Support Staff team.
2.	Contribute to and exemplify the values of the Claycots School. The post-holder will be expected to comply with any reasonable request from the Head Teacher and Business Manager to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
3.	Understand and comply with the Support Staff Standards at all times.
4.	Actively promote the inclusion of all children into whole school activities.
5.	Actively seek opportunities for professional development.
6.	Be aware of and respect all children's religious beliefs and cultures.
7.	Support, promote and comply with decisions and policies agreed by the leadership team and the governing body.
8.	Develop effective, professional working relationships with colleagues
9.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.
10.	To support the school's Daily Supported Reading scheme as directed by the Head Teacher
11.	Undertake a 30-minute duty each week.

Compliance	
12.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
13.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
14.	In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times



15.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
16.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.