

# HOLY FAMILY CATHOLIC SCHOOL

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**Job Description:** Learning Mentor

**Responsible to:** Safeguarding Officer

**Salary** NJC scale points 7 – 16 **TTO**

**Hours:** 8.30am – 4.00pm – 30 minute lunchbreak

## **Core Roles of the Learning Mentor**

- To provide support and guidance to students and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and help them to achieve their full potential.
- To work within an extended range of networks and partnerships to broker support and learning opportunities and improve the quality of services to our students.
- To help raise standards by providing 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.

## **Specific Responsibilities**

- To contribute to the identification of barriers to learning for individual students and provide them with a range of strategies for overcoming these barriers.
- To develop and implement a time bound action plan with groups and individual students and those involved with them based on a comprehensive assessment of their strengths and needs. To maintain accurate records of work for each identified student.
- To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement.
- Working to ensure all students are supported to reach their full potential and have access to opportunities to enhance their educational experience.
- To be able to develop a professional rapport with both students and staff.
- To facilitate students' 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.
- With teaching and support staff, and in liaison with the Safeguarding Officer and the SENCO, participate in the comprehensive assessment of students to identify those who need extra help to overcome barriers to learning both inside and outside school.
- To identify those students who would benefit most from a learning mentor and, working with others as appropriate, draw up, implement, and monitor an action plan for each student who needs particular support.
- To maintain regular contact with year leaders, safeguarding officer and SENCO.
- To maintain regular contact with parents/carers of students in need of extra support, keeping them informed of progress and securing positive parental/carer support and involvement to meet the student's needs.
- To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students.
- To liaise between local agencies, schools and other learning mentors.
- Organise and implement appropriate after school activities for identified students.
- Willingness to undertake relevant professional training
- To undertake other duties, appropriate to the post, as may be directed by the Head Teacher from time to time

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## Person Specification

- Relevant Educational qualifications, including Maths and English GCSE grade C or above and preferably educated to degree level and/or have relevant experience.
- Willingness to support for the school's mission statement and commitment to its Catholic ethos.
- A proven track record of working with young people to maximise their potential.
- The ability to engage constructively with, and relate to, a wide range of young people and families with different ethnic and social backgrounds.
- Experience of working with individuals and small groups.
- The ability to work effectively with, and command the confidence of, teaching staff, support staff and senior management within the school.
- Knowledge of and the ability to work effectively and network with a wide range of supporting services in both the public and private sectors.
- The ability to draw on a wide range of support, information and opportunities and guidance.
- Ability to engage in joint goal setting with individual students as part of the learning action planning process.
- The ability to manage own caseload and develop effective partnerships.
- Recent and relevant professional development.
- A commitment to, and involvement with, the wider life of the school.
- The ability to use ICT.

## Personal Qualities

- A record of good attendance and punctuality over a sustained period.
- A genuine commitment to young people, driven by high expectations for their progress and achievement.
- To be hardworking, enthusiastic and dedicated in your role.
- Honesty
- Have an understanding of the issues surrounding confidentiality
- To be an excellent role model
- To have an up-to-date Enhanced CRB Disclosure