

# HOLY FAMILY CATHOLIC SCHOOL

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## LEARNING MENTOR

### JOB DESCRIPTION

<b>Salary:</b>	<b>Pts 7 to 11</b>
<b>Hours:</b>	<b>35 per week, 8.30am to 4.30pm (1 hour lunchbreak)</b>
<b>Reporting to:</b>	<b>Associate Headteacher Safeguarding and Behaviour</b>

### Main Purpose of the Job

- 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 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.
- 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.

### Key Responsibilities

- 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 these barriers.
- To develop and implement a time bound action plan with groups and individual pupils 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 assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement.
  - Working to ensure all pupils 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 pupils and staff.
  - 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.
- With teaching and support staff, and in liaison with the Safeguarding team and the SENCO, participate in the comprehensive assessment of pupils to identify those who need extra help to overcome barriers to learning inside and outside school.
- To identify those pupils who would benefit most from a learning mentor and, working with others as appropriate, draw up, implement, and monitor an action plan for each pupil who needs particular support.
- To maintain regular contact with year leaders, safeguarding team and SENCO.
- To maintain regular contact with parents/carers of pupils in need of extra support, keeping them informed of progress and securing positive parental/carer support and involvement to meet the pupil's needs.

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- 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 pupils.
- To liaise between local agencies, schools and other learning mentors.
- To attend case conferences as and when required.
- Organise and implement appropriate after school activities for identified pupils.
- Willingness to undertake relevant professional training and aid in the training of other staff within the school.
- To provide academic mentoring in addition to pastoral mentoring.
- To undertake other duties, appropriate to the post, as may be required from time to time

## **Person Specification**

### **Learning Mentor**

- Relevant Educational qualifications, including Maths and English GCSE grade C or above and preferably educated to degree level or relevant experience.
- Support for the mission statement and commitment to the ethos of the school.
- A proven track record in 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 pupils 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**

- 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.
- To have an up-to-date Enhanced DBS Disclosure