

JOB DESCRIPTION

Job Title
Learning Mentor
Salary Range
7-10 (Grade D)
Line Management
None
Line Manager
Headteacher
Base Location
School
Purpose of Role
To mentor one or a small group of pupils who require additional support to overcome barriers to learning, under the guidance of teachers / senior staff.
Key Accountabilities
<ul style="list-style-type: none"> • Liaise with teaching staff to provide particular support to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning • Provide input to the identification of needs, assessing those pupils needing extra support and the development of individual action plans for targeted pupils • Work in a one-to-one relationship with targeted pupils to implement an action plan • Assist in maintaining contact with pupils' families/carers to inform them of progress and issues • Provide extra support to pupils through knowledge of a range of activities and opportunities available to them • Support pupil access to out of school facilities and study support • Collate information and maintain records of pupil achievement and attendance. • Maintain confidentiality in relation pupils' personal circumstances. • Participate in home visits to support pupils and discuss issues and progress • Take part in the provision of out of school activities • Support the transition of pupils between phases

Knowledge and Experience

- Working towards national occupational standards (NOS) for learning, development and support services
- Knowledge / skills equivalent to current national qualifications in learning, development and support services for children, young people and those who care for them at level 3.
- Knowledge of procedures or a range of tasks to support pupils needing additional assistance to overcome barriers to learning, through formal training or equivalent experience
- Experience of using IT equipment in order to maintain pupil records

Personal Qualities

- Can develop relationships with pupils, parents / carers and external agencies and provide advice and guidance on learning and development.
- Has the ability to carry minor loads.
- Effective communication skills which can be adapted to meet the needs of the audience.
- Can spend lengthy periods conducting concentrated sensory play for work with allocated pupils.
- Tactful and discreet, with the ability to maintain confidentiality at all times.
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

Expected Outcomes

- Contribute to the assessment of needs and the development of action plans for pupils who have been identified as requiring mentor support.
- Identify suitable activities and opportunities for pupils requiring mentor support.
- Contribute to decisions with a direct impact on individual pupils and their families / carers.
- Operate within set guidelines and respond independently on unexpected circumstances.
- Effectively manage emotionally demanding situations , as a result of dealing with the complex and sensitive needs of individual pupils and their families / carers.
- Under instruction from a Teacher or other professional, be responsible for mentoring individual or small groups of pupils.

- Develop one to one relationships with pupils with particular learning needs and assesses needs on a day to day basis.
- May at times demonstrate own duties to new or less experienced staff.
- Maintain and update individual learning records, which may contain sensitive and confidential information.
- May carry out home visits.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.