**Learning Mentor Job Description**

**Grade: Scale 4, Point 18-21**

**Salary: £15,357 – £16,828 (actual pay)**

**Hours: Monday, Wednesday, Thursday and Friday 9am-4pm**

**Tuesday 9am-5pm**

**(Term Time Only)**

**Main Purpose of the Job**

* To provide support and guidance to pupils by removing barriers to learning, in order to promote effective participation, enhance individual learning, encourage social inclusion, raise aspiration and achieve potential.
* To work within an extended range of networks and partnerships to facilitate support and learning opportunities to pupils.
* To participate in the process of liaison with parents and carers in order to support the promotion of holistic approach to the support of individual pupils.

**Main Duties and Responsibilities.**

1.To facilitate a pupil’s learning and development through mentoring- which may be on a 1:1 or group basis or may include some support such as social skills/anger management groups.

2. To carry out assessments of pupils in order to identify barriers to learning which may include learning, social, emotional, behavioural and developmental needs.

3. To develop, agree and implement a tie limited action plan with individual pupils and groups and those involved with them, based on a comprehensive assessment of their strengths and needs.

4. To build links between professionals at Victoria Drive PRU, mainstream schools and home.

5. To develop action plans for individual pupils and monitor progress.

6. To review the effectiveness of mentoring on a regular basis.

7. To contribute advice and support report writing for termly reviews and EHCPs.

8To establish a safe and stimulating environment for pupils to explore their

feelings and worries.

9. To work directly with parents around issues that are creating barriers to their child’s learning.

10. To attend the Victoria Drive PRU Referral Panel and be part of decision making regarding the resource outcome for pupils.

11. To carry out observations; provide written information and present cases at Referral Panel for a wide spectrum of referrals to Victoria Drive PRU.

12.To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.

13. To be an advocate for individual pupils, representing their views as they have articulated them through the Learning Mentor process.

14. To operate within legal, ethical and professional boundaries when working with students and those involved with them.

15. To attend and participate in relevant meetings as required.

16. To take part in the PRU’s appraisal scheme, including target setting and review.

17. To support difference and ensure equal opportunities for all.

18. To attend training sessions in accordance with continuous professional development.

19. To carry out other relevant duties commensurate with the level of the post that may be reasonably required by the Designated Safeguarding Leads or the Senior Leadership Team.

**Person Specification**

1. **Qualifications and Knowledge**

* Relevant qualifications in education, social work, therapy, nursing or similar profession
* Certificate in counselling skills or appropriate degree.
* Evidence of relevant training and/or professional development for the role of Learning Mentor.
* Knowledge and understanding of child protection, safeguarding and health and safety practices and procedures.
* Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation.

1. **Skills and Experience**

* Ability to establish and develop effective one to one mentoring and other supportive relationships with students.
* Ability to read students behaviour and understand that their behaviour is often communicating unmet need.
* Ability to creatively engage students who are presenting as disaffected and disengaged with school.
* Ability to provide a good role model to students and a commitment to helping students aspire highly and achieve their potential.
* Ability to build trust and make pupils feel safe.
* Good listening skills
* Good numeracy and literacy skills.
* The ability to communicate effectively with students, families, carers, school staff and a range of other professionals.
* Ability to exercise initiative, work independently and take responsibly for the planning, delivery and review of a programme.
* Ability to work flexibly and professionally.
* Ability to work effectively in a team.
* Ability to communicate well.

**4.Other**

* The ability to demonstrate personal integrity.
* Flexibility in the approach to work and the demands of the post.
* A commitment to safeguarding children
* A commitment to Equal Opportunities.
* A willingness to undertake professional development.