**WANDSWORTH BOROUGH COUNCIL**

**FRANCIS BARBER PUPIL REFERRAL UNIT**

Salary Grade: Scale 4 Spine Point 7-10 £27,060.00-£28,419.00

(Pro Rata) £23,143.82 - £24,306.14 per annum

Full Time, term time only post

(36 hours per week, 39 weeks per year)

**JOB DESCRIPTION**

Learning mentors will have the opportunity to work both independently, and as a member of a team supported by the Pathways Coordinator.

**Areas of Responsibility**

1. You will plan and deliver teaching and learning interventions to pupils on a 1:1 basis.
2. You will develop and prepare resources for learning activities which takes into account pupil’s individual needs.
3. You will motivate and progress pupils’ learning by using clearly structured, interesting teaching and learning activities.
4. You will be familiar with individual education plan (IEP) targets and the set outcomes that are outlined in pupil’s education health care plans and work towards achieving them.
5. You will provide detailed verbal and written feedback on intervention content, pupil responses to learning activities and be able to record information on SPOD.
6. You will contribute to programmes of observation and assessment as planned by Pathways Coordinator/SENCO and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
7. You will support pupils’ holistically by receiving instructions directly from professional or specialist support staff involved in the pupil’s education. These may include social workers, speech therapists, educational therapists, educational psychologists and psychotherapist/counsellors
8. Hold the role of Keyworker for a pupil, taking responsibility for their welfare and making referrals for support to agencies. Developing a positive working relationship with parents. Attend professionals meetings as necessary with support from line manager.
9. Attend Keyworker and staff meetings as required, usually two per week and other events such as parent meetings as required.
10. Accompany staff and small groups or individual pupils on off-site activities working independently or collaboratively with other staff members.
11. You will support the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
12. You will foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.
13. Supporting the team of staff members in maintaining and updating displays.
14. Be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Keeping pupil Safe in Education legislation in relation to child protection and safeguarding children and young people as this applies to your role within the School.
15. Ensure that Safeguarding Lead and line manager are made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.
16. Undertake any such reasonable duties as the Head Teacher may request.
17. Participate in annual appraisals providing clear evidence of appraisal targets
18. Participate in training as appropriate and to support continuous professional development.

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**Learning Mentor - in Pathways**

**PERSON SPECIFICATION**

**The successful Candidate will have experience in:**

* Understanding of personalised learning and its importance to some young people.
* Ability to take responsibility and work with autonomy within set boundaries.
* Working with young people and their families.
* Supporting young people in challenging circumstances.
* Monitoring the impact of mentoring interventions.
* Dealing with confidential and sensitive information.
* Knowledge of relevant policies/codes of practice and legislation in relation to education and child welfare/protection
* Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance as appropriate.
* An understanding of inclusion within formal/informal settings.
* Ability to work effectively within a team.
* Ability to use a range of IT packages, i.e Microsoft Word, Excel, PowerPoint, Publisher and Outlook.
* Ability to build effective working relationships with young people, parents/carers and colleagues.
* Ability to promote a positive ethos and to role model positive attributes.
* Good communication and interpersonal skills.
* Good organisational and time management skills.
* Commitment to safeguarding and promoting the welfare of all young

people at Francis Barber Pru and awareness of own responsibilities

in this regard.