**WANDSWORTH BOROUGH COUNCIL**

**FRANCIS BARBER PUPIL REFERRAL UNIT**

Salary Grade: Point 22, Scale 5

(Pro Rata) £21,335.60 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. Learning Mentors may be required to work across both sites.

Areas of Responsibility

1. Plan and deliver lessons on a one to one/small group basis, including delivery of practical and theory cooking lessons: eg developing fine motor skills to achieve identified EHCP targets and leading sessions with small groups (including 4 Independent Living lessons in Westdean) curriculum subjects: Independent Living KS3 and KS4 Year Groups supported by Subject Leader.
2. Be a role model to other staff, sharing expertise around Independent Living with other colleagues including learning mentors and supporting and developing the expectations of new staff in line with marking books, keyworking folders and the recording of information on SPOD.
3. Hold the role of keyworker for a pupil or a group of pupils taking responsibility for their welfare and making referrals for support to agencies and developing a positive working relationship with parents
4. Attend TAC/TAF meetings as necessary with support from line manager.
5. Deputise for Pathways Coordinator by being a key point of contact and ensuring the smooth running of the day in their absence.
6. Responsibility for handling petty cash and the procurement card, including completing monthly audit documentation and responsibility for distribution, use and recording of spend in line with school policy.
7. Plan healthy eating, economical menus, prepare and serve pupil lunches. Prepare a weekly shopping list for the Westdean site in conjunction with a named member of Westdean staff, organise deliveries, audit deliveries and organise appropriate storage of food. Prepare pupil lunches including 2 x hot meals per week for Westdean pupils.
8. Carry out student supervision as a member of a team in line with daily staff requirements supporting pupils to achieve identified EHCP social curriculum targets.
9. Accompany staff and small groups or individual students on off-site activities **Working independently or collaboratively with other staff members.**
10. Hold current Certification in Food Handling and Hygiene and update as necessary.
11. Responsibility to ensure Pathways kitchen hygiene standards meet the health and safety requirements and completing orders for kitchen equipment as required for:

(a) Pathways; and

1. As identified by, named Westdean staff member.

10. Stock checking, completing stationery orders and maintaining inventory of basic stationery and kitchen equipment requirements. Liaising with the Premises Manager where necessary.

1. Supervising staff members in maintaining and updating displays.
2. Hold the responsibility of first aider and keep certificate updated as necessary. Check and maintain first aid boxes in Pathways and Westdean.
3. 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.

1. 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.
2. Attend Keyworker and staff meetings as required, usually two per week and other events such as parent meetings as required.
3. Undertake any such reasonable duties as the Head Teacher may request.
4. Participate in annual appraisals providing clear evidence of appraisal targets
5. Participate in training as appropriate and to support continuous professional development.

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**Learning Mentor - Lead Responsibility in Pathways**

**PERSON SPECIFICATION**

The successful Candidate will:

1. Provide evidence of the ability to assist pupils and demonstrate that he/she likes being with adolescents
2. Indicate that he/she has some understanding of the difficulties experienced by pupils out of school
3. Have a successful track record of establishing good working relationships with teachers and other support staff
4. Have good literacy and numeracy skills
5. Be able to accept defined responsibilities and fulfill these effectively
6. Demonstrate the ability to use own initiative if necessary
7. Demonstrate understanding the equal opportunities issues connected with this area of work
8. Have a good level of experience of working with pupils with special needs
9. Have a good level of experience of preparing food for pupils and maintaining a clean and effective kitchen
10. Hold a valid first aider certificate
11. Have an up to date qualification in basic food hygiene
12. Demonstrate experience of leadership skills.