

Job Description

Post:	Learning Mentor
Pay range:	Part time (18 hours a week over 4 days)

Ivy is a charity whose purpose is to provide education for the public benefit – this vision is based on four principles: Ivy is one family; Good education is a birth right; Make it easy to make a difference; Local leaders know best.

Overall purpose of the Learning Mentor post:

- To address the needs of children who require assistance in overcoming barriers to learning in order to achieve their full potential, or accessing the curriculum.

Learning Mentor Main duties and responsibilities

- To work with teaching staff and/or other support staff in devising and implementing individual learning plans to promote pupils' academic, social, emotional and behavioral development.
- To plan and facilitate structured interventions and activities.
- To plan approaches that could be used to support pupils both individually and within a group.
- To train and support identified staff by modelling approaches enabling staff to feel confident and able to use approaches independently.
- To work with individuals and groups within and outside of the classroom setting.
- To create and run nurture groups that have a positive impact on pupils' mental health.
- To be responsible for a nurture space.
- To organise lunchtime activities to support pupils who find being on the playground overwhelming.
- To help pupils to manage and resolve conflict by using and teaching them a variety of strategies.
- To monitor the impact of interventions on pupil progress, adapting support to meet particular needs, recording and maintaining records.
- To work collaboratively and effectively with teachers, support staff and external support as required to ensure effective provision.
- Under the direction of the SENCo, help to create criteria for identifying pupils who need learning mentor support.
- To help plan the reintegration of students after extended absence or exclusion.
- To provide outreach to families whose home circumstances appear to present a significant barrier to successful learning, and work with parents to help the pupils achieve their targets.
- To network with other learning mentors to share good practice.
- To attend multidisciplinary meetings contributing to the sharing of information and/or planning in relation to specific pupils.
- To deliver daily phonics sessions to small groups of children.
- To undertake a range of administrative duties relevant to the post.
- To participate as required in any relevant training.
- To ensure that confidentiality is maintained at all times.
- To undertake any other reasonable duties as directed by the Senior Leadership Team.

All staff will:

- Promote equality of opportunity
- Follow safeguarding guidelines and child protection policy/procedures
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Be committed to achieving the Trust values
- Promote the Trust in the community
- Work in partnership with all colleagues including the Trust Board/ LGBs
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

The post holder shall ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to:

- Comply with any reasonable request from those in a position of authority to undertake work of a similar level that is not specified in this job description
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children

Person Specification

Post Learning Mentor

Pay range Part time

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> ● Cache Level 3 Childcare or equivalent ● Relevant professional qualifications/ CPD relevant to this post ● Demonstrate commitment to own further professional development ● Knowledge of education
Experience	<ul style="list-style-type: none"> ● Working in a team, ideally with Teachers and Teaching Assistants ● Experience of motivating others to close gaps in learning and achievement ● Experience of running interventions and/or nurture groups ● Commitment to accelerating progress of all pupils in a classroom environment ● Commitment to developing positive partnerships with parents, colleagues within the Trust and the wider community ● Experience of delivering phonics (desirable but not essential)
Skills and knowledge	<ul style="list-style-type: none"> ● Ability to identify gaps in teaching and learning ● Understanding of how children learn and aspirational expectations for their achievement ● Good understanding of primary pedagogy ● Expect and promote high standards of behaviour ● Good understanding of inclusion issues as they affect a class teacher ● An ability to adapt learning to meet the needs of all pupils ● Knowledge and understanding of the factors and interventions which support high attainment for all pupils ● Understanding of the importance of and commitment to promoting Equal Opportunities for all children
Personal qualities	<ul style="list-style-type: none"> ● Good communication, planning and organisational skills

- | | |
|--|---|
| | <ul style="list-style-type: none">● Flexible, innovative and creative● Willingness to engage with CPD● Self-motivation to drive own workload, continually improve standard and strive for excellence● Genuine passion and belief in the potential of every pupil● Able to motivate and inspire others● Commitment to school and Trust ethos● Ability to maintain a high standard of performance, professionalism and a sense of humour while working under pressure |
|--|---|