

Batley Multi Academy Trust - Job Description

Trust/School Post:	Batley Grammar School
Department:	Pastoral (Personalised Learning Centre)
Post:	Learning Mentor
Grade:	7
Accountable to:	Assistant Headteacher (Adapted Provision)
Responsible for:	n/a
Purpose of Job	
<p>To work as part of a team including teachers and other staff to support learners to overcome barriers to learning, in order to achieve their full potential. Provide practical support for learning, educational activities, developing social skills, integration and for securing students' physical and emotional wellbeing. Key areas include:</p> <ul style="list-style-type: none"> ● Teaching Support ● Student Support and Mentoring at key times ● Curriculum Activities 	
Responsibilities	
<p>Key Duties and Responsibilities:</p> <ul style="list-style-type: none"> ● Provide classroom support, working with individuals and small groups and to cover whole classes for short periods, as directed. ● Supervise small groups of learners for whom work has been set. ● Assist Teachers in the comprehensive assessment of all learners selected by the Teacher/ SLT, to identify those needing extra help to overcome barriers to learning inside and outside school. ● Promote a positive, optimistic attitude to learning, behaviour and achievement within the school acting as a role model, with learners and families. Challenge and motivate learners, take advantage of opportunities to improve, promote and reinforce self-esteem. ● Develop a mentoring relationship with learners needing particular support in identified lessons. ● Working with learners, their families and colleagues, particularly those in core areas. Be aware of the importance of good achievement and its impact on the life chances of learners. ● Work with learners in a wide variety of ways to provide support in achieving their targets, developing, refining and sharing strategies. ● Maintain accurate records in accordance with agreed processes. ● Liaise with Teachers and monitor learner progress to judge the effectiveness of the support and provide objective and accurate and timely feedback and reports as required, to Teachers and other staff on learners' achievement, progress and other matters, and to the learner. 	

- Liaise with colleagues in other key stages to support the successful transition of referred learners.
- Assist in developing pastoral programmes for identified learners.
- Within the performance management structure of the school, identify training needs, engage in training activities and respond to actions suggested to improve performance. Undertake relevant training and development as required from time to time by the line manager or Headteacher.
- Contribute to the overall ethos/work/aims of the school.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Undertake any such duties commensurate with the post as directed by the line manager or Headteacher.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- Teaching and Associate level: A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and young people and act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

Post: Learning Mentor	Grade: 7
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
The role requires a Level 3/ A-Level qualification, or equivalent	E	Application Form/ Selection Process
Willingness to attend relevant training courses	E	Application Form/ Selection Process
Considerable experience of working with young people and families	E	Application Form/ Selection Process
Considerable experience of working successfully with learners, including those that face barriers to learning	E	Application Form/ Selection Process
Considerable experience of working within an educational/multi agency setting	E	Application Form/ Selection Process
Specialist theoretical and practical knowledge of the Trust's policies, processes and procedures	E	Application Form/ Selection Process
Ability to respond to situations in a timely manner	E	Application Form/ Selection Process
Ability to interpret information/ situations and solve varied problems/develop solutions and plans.	E	Application Form/ Selection Process
Organises own workload and prioritises to meet deadlines and meet the needs of the school/Trust. Takes a flexible approach to changing priorities or unexpected situations.	E	Application Form/ Selection Process
Effectively communicates and exchanges orally or in writing sensitive information to inform others, including colleagues, students, parents/carers and members of the public.	E	Application Form/ Selection Process

Excellent persuasive, influencing and networking skills with the ability to handle difficult situations with sensitivity, confidentiality and discretion at all times	E	Application Form/ Selection Process
Confident and enthusiastic	E	Application Form/ Selection Process
Good keyboard skills	E	Application Form/ Selection Process
Ability to work within recognised procedures and respond to unexpected problems and situations, liaising with the line manager on unusual/ difficult problems.	E	Application Form/ Selection Process
The post holder will be expected to deal with learners who regularly place emotional challenges and may occasionally face significant emotional challenges	E	Application Form/ Selection Process
Ability to be a good role model to young people - demonstrate and promote positive values, attitudes and behaviour	E	Application Form/ Selection Process
Remain calm under pressure	E	Application Form/ Selection Process
Commitment to raising achievement and improving the educational experiences of all learners	E	Application Form/ Selection Process
Proactive and self-motivated Consistently performs to the best of their ability as directed and delivers an efficient and effective service. Reflects on performance and is committed to improving services.	E	Application Form/ Selection Process
Works cooperatively as part of a team, taking responsibility for activities as directed. Makes an active contribution to working flexibly with colleagues within the team and supports others to achieve shared goals.	E	Application Form/ Selection Process
Resolution and problem solving	E	Application Form/ Selection Process

<p>Ability to work with integrity, confidentially and with discretion.</p> <p>Flexible approach and adapts to change in a positive manner.</p> <p>Resilient and able to work under pressure.</p>	E	Application Form/ Selection Process
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