

## Priory Primary School, Greyfriars, Bedford



# Parent Learning Mentor

## Job details

**Salary:** NJC Level 3D pt11 (at 23-24 salary levels £25,979 pro rata)

**Hours:** up to 22.5 hrs per week, term time only + 5 CPD Days

**Contract type:** Part-time (Term time only) Fixed term Sept 24 - Aug 25

**Reporting to:** Headteacher

**Main purpose:** To impact on pupil outcomes by improving parents' / carers' own skills, giving them confidence to better engage with their child's learning and progress and partner with the school to narrow the attainment gap of disadvantaged pupils

- provide parental learning experiences, balancing sensitivity and understanding with the raising of expectations.
- support parents and pupils to overcome their barriers to learning and fully engage with school learning / homework.
- use a dual approach of a) face-to-face classes, workshops and meetings, and b) building a library of 'how to' clips for access on the school website.

## Duties and responsibilities

### Teaching and learning

- Promote consistently high expectations of parental engagement with the school and their children's learning, offering targeted academic and pastoral support
- Identify parents or groups of parents who are facing specific barriers to engagement, and put initiatives in place to address these
- Promote and support inclusion for all families, with particular attention to those with special educational needs & disabilities (SEND), families new to the UK education system and other families for whom English is an additional language (EAL)

- Model good levels of literacy and numeracy, teach basic skills and support parents to improve their own English speaking, reading and numeracy, to be confident to support their children
- Liaise closely with class teachers and subject leaders so that methods and approaches reflect accurately the learning in school

## **Website**

- Explore and develop ways in which the school website can provide a sustainable and accessible resource for parental learning and family learning support
- Liaise with the Inclusion Lead, class teachers and senior leaders in the creation of website content to support basic literacy and numeracy skills, and an understanding of how parents / carers can support their children's learning

## **Behaviour and safeguarding**

- Establish an understanding amongst parents / carers of what constitutes good learning behaviour
- Work with target families to establish routines and behaviours that support safe behaviour online and positive learning behaviours at home
- Support the well-being of pupils and their families, encouraging confidence and self-esteem through listening to them, and through individual and group support
- Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety
- In conjunction with the Admissions & Attendance Officer, support the attendance and punctuality of all pupils, sharing family information as appropriate and with due regard to confidentiality of sensitive issues
- Work collaboratively with appropriate external agencies where such support is deemed appropriate (eg Family Hubs)

## **Programme leadership**

- Demonstrate enthusiasm for learning and improving skills, and model this to the whole family
- Engage with staff and school leadership to reflect whole-school strategies
- Liaise with families and develop good relationships with parents/carers, becoming a recognisable and approachable contact within the school
- Network with other learning mentors and family support workers to share and promote best practice
- Plan and monitor the termly programmes in conjunction with the Inclusion Lead and Headteacher
- Maintain accurate and up-to-date records, and prepare written evaluations and reports

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>● GCSE or equivalent level, including at least a grade C/grade 4 in English and maths</li> </ul>
<b>Experience</b>	<p>ESSENTIAL Previous recent experience of:</p> <ul style="list-style-type: none"> <li>● Working with primary aged children and / or adults, where learners have experienced challenges and barriers in accessing their learning</li> <li>● Assessing learners' needs and barriers to learning</li> <li>● Delivering programmes for pupils / adult learners including one-to-one and small group activities</li> <li>● Online learning resources</li> </ul> <p>DESIRABLE Previous recent experience of:</p> <ul style="list-style-type: none"> <li>● Working with qualified teachers in support of learners' progress and attainment</li> <li>● Coaching and advising parents / carers on developing positive learning behaviour and / or healthy home routines</li> <li>● Working closely with families/carers, possibly including carrying out home visits</li> <li>● Working collaboratively with outside agencies and participating in meetings</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>● Proven ability to communicate effectively with adults and children, including through written and verbal communication, and highly proficient in the English language, grammar and pronunciation</li> <li>● Strong listening skills and proven ability to deal with sensitive situations with integrity</li> <li>● Proven ability to create good relationships with pupils, staff and parents/carers</li> <li>● Excellent understanding of safeguarding policies and procedures, and their role in child protection</li> <li>● Proven ability to be flexible to changing workload demands and new challenges</li> <li>● Confident to use digital systems for preparing and delivering learning resources</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>● Ability to relate to parents / carers and act as a positive role model for a love of learning</li> <li>● Well-developed sense of empathy</li> <li>● Organised, proactive and self-motivated</li> <li>● Good time management skills</li> <li>● Commitment to upholding and promoting the ethos and values of the school</li> <li>● Ability to work collaboratively</li> <li>● Ability to work well under pressure and prioritise effectively</li> <li>● Ability to self-evaluate own work and actively seek opportunities for development</li> <li>● Commitment to maintaining confidentiality at all times</li> <li>● Commitment to safeguarding, equality, diversity and inclusion</li> </ul>