

DEPARTMENT LEARNING MENTOR - JOB DESCRIPTION



Job Title: Department Learning Mentor
Reporting to: Head of Department
Salary: D2

Purpose:

Working within a learning framework set by the Head of Department, provide support for individual students in the specific subject by removing barriers to their learning and ensuring that they have equality of access to opportunities, to develop to their full potential. This role will include a key focus on supporting larger learning and the marking of student work to support the class teacher.

To act as an integral part of the school staff team, and contribute to the overall aims of the school and, working within agreed policies and procedures, maintain a range of effective networks and partnerships.

To contribute fully as an integral member of the subject team, assisting with resource preparation and management, primary liaison activities and other tasks as required to support teaching and Learning activities.

Duties & Responsibilities:

Support for Students

- Establish and maintain effective relationships with students.
- Work with individual (or specified groups of) students, including those with Special Educational Needs, to help them overcome perceived or real barriers to achieving the learning targets identified by the Head of Department. This involves understanding and respecting the learning styles and preferences of student(s) and using this knowledge to advise and support them. Marking of student work as required.
- Secure the trust of the student(s)
- Agree with each student on a one to one basis, mutually acceptable ways of working together, and jointly determine the individual roles and responsibilities within the relationship. Set realistic expectations and time scales and agree the scope and use of confidential information.
- Provide care and support for the students.
- Promote student well-being by encouraging them to develop good relationships with others. Motivate and empower them to develop their self-reliance and self-esteem and help them to adjust to new challenges and educational settings.
- Develop a shared understanding of their learning mentoring needs, identify the necessary level of support and agree a plan of action.
- **Complete displays for the department you are attached to**
- **Cover for classes in the event of staff absence for the department you are attached to**

Support for the School

- Establish and maintain effective working relationships with line manager
- Work with the Head of Department, on a one to one basis, in such a way as to ensure that there is an understanding and clarity of their own responsibilities and the role of the Learning Mentor within the school generally.
- Assess and review student progress and achievement.
- Collect, record and securely maintain all information necessary to set targets and agree action

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plans, monitor the student's progress, assess and review support programmes and to determine appropriate exit strategies.

- Assist department staff, the Inclusion Faculty and other school staff in the assessment of the mentoring needs of individual students.
- Assist in maintaining a meaningful learning environment.
- Monitor and record the effectiveness of the specialist support provided to the student(s) and contribute to the advancement of programmes and procedures which maximise the benefits available to the individual student(s).
- Identify signs of student disengagement and, in consultation with school colleagues, develop strategies to improve attendance, enhance individual motivation and attitude, and avoid potential exclusion.
- Develop and maintain working relationships with other professionals.
- Work effectively with subject teachers, support staff and other professionals, applying own strengths and expertise to ensure that the learning mentor role contributes positively to the overall values, aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner.
- Take an active role in supporting and developing a culture of team working for the benefit of students', both individually and collectively.
- Participate in staff meetings and contribute to the development of policies and procedures which support equality of opportunity, recognise the diverse needs of students and promote social inclusion.
- Contribute to the management of student behaviour and security.
- Contribute to the maintenance of school policies which encourage positive student behaviour and advise on policies and procedures related to students' health, safety and security.
- Report any issues related to child protection/safeguarding or situations that potentially pose a danger to any student.
- Review and Develop own professional practice.
- Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development. Remain aware of current legislation affecting the student/school relationship.

Support for Parents and Other Carers

- Liaise effectively with parents.
- Taking account of any confidentiality agreement reached with the child or young person concerned, discuss with parents and other designated carers the mentoring and support being provided to their child. Secure parental consent and encourage their participation in the programme of support.
- Promote partnership working between home and school and help to develop and maintain parental or carer interest in their child's education.
- Support to other professionals and agencies.
- Promote the Learning Mentor service.
- Raise awareness of the Learning Mentor service amongst education professionals and other agencies providing support to students and young people.
- Support across school provision of the service.
- Liaise with other Learning Mentors across the LA/Region to provide a continuity of support to students when they transfer schools. Support the sharing of information, professional knowledge and best practice.

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Other Specific Duties:

- To undertake any other duty as requested by the Headteacher if not mentioned in the above.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate.
- To adhere to the School's Dress Code – smart/professional.
- Develop effective professional relationships with all key stakeholders including colleagues, parents, partners, exam invigilators and external bodies and the wider community.
- Responsible for promoting and safeguarding the welfare children and young people within the school.
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out professional duties and responsibilities.

Staff Development:

- To participate in appropriate and targeted In-Service Training and attend meetings where possible.
- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process
- To address appraisal targets set by the line manager each Autumn Term.

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Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by the Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR. All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

Employees are expected to present themselves and to act in a professional manner at all times,

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according to the Trust's Code of Conduct.

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I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Partnership, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed Date
On behalf of The Walderslade and Greenacre Schools Partnership

Signed.....Date.....
Employee