



Erasmus Darwin Academy		
Job Description: Learning Mentor	Grade: 5	Date: April 2008
Hours of work:	37 hrs per wk, term time only	
Reporting to:	Director of English	
Based upon Job No: L1695 Learning Mentor		

Academy Purpose and Values

To support children and young people to achieve their potential by providing support to overcome barriers to learning both inside and outside the Academy.

Support to Students

- To assist in the identification of those children who would benefit most from a Learning Mentor and, working with others, draw up and implement an action plan for each child who needs particular support.
- To develop a 1:1 mentoring relationship with students needing particular support where necessary aimed at achieving the goals defined in the action plan.
- To maintain regular contact with families/carers of children in need of extra support, to keep them informed of the child's needs and progress, and to secure positive family support and involvement.
- To liaise with the Learning Support Hub where appropriate, and support their successful engagement into mainstream classes.
- To supervise work that has been set by teaching staff.

Support Organisational Management

- To assist the speedy and effective transfer of student information from primary to secondary schools, across secondary schools, and within schools, and to ensure that the arrangements for those leaving the Academy mid-term before 16 and post-16 are managed properly.
- To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students.
- To facilitate the sharing of information between local agencies, schools, authorities and other learning mentors, and be the single point of contact for accessing a range of community and business-based programmes and specialist support services for example, the Social and Youth Services, the Educational Welfare Service, the Probation Service and Connexions, and out of school study support and business and community mentors.
- To network with other learning mentors and share best practice.
- To continue to professionally develop the role of Learning Mentor by attending appropriate and relevant training programmes.

Support to Academy (this list is not exhaustive and should reflect the ethos of the Academy)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the Academy day.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the Academy)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the Academy's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the Academy.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Academy's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the Academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

**Person Specification
Learning Mentor
Level 3**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in an education setting committed to the inclusion agenda. • Experience of working with students demonstrating challenging behaviour or dealing with disadvantaged circumstances. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 3 in Learning and Development & support services for children, young people and those who care for them or equivalent qualification, or experience in a relevant discipline. 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Good ICT and record keeping skills. • Good numeracy and literacy skills. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Excellent communication skills. • Have the ability to deal with sensitive issues in a professional manner. • Good organisation skills. • Ability to prioritise effectively. • Influencing skills. • Understand the need for confidentiality when appropriate and to ensure clear and sensitive communication. 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and
- Attitudes to use of authority and maintaining discipline.