



LEARNING MENTOR JOB DESCRIPTION

HOURS:	35
NO. OF WEEKS:	Term-time + 1 Week
RESPONSIBLE TO:	Headteacher
LINE MANAGER:	Mr J Datson
RESPONSIBLE FOR:	Assisting the Pastoral Intervention Leader and teaching staff in supporting the existing pastoral systems within the academy which provide support for the students

Purpose:

A Learning Mentor is an additional and vital support for the students of the academy, assisting individual students to overcome barriers to learning.

Working within the Pastoral Intervention, Learning Mentor and Teaching Teams, the academy's existing pastoral systems provides an extra layer of support for its students.

Responsibilities:

- Compliment the work of the existing mentoring programme and staff.
- Work with, guide and challenge students who are in and out of the learning environment.
- Work with students on a 1:1 basis or small groups: To research, plan and deliver 1-2-1 mentoring/support sessions with identified students on a range of subjects that may be hindering individual learning.
- Set achievable targets and goals for students; maintain accurate records, both electronically and paper, for each student.
- Work with the Senior Mentor to create and implement action plan for each student.
- Facilitate the sharing of information between appropriate staff and outside specialists.
- Maintain regular contact with families/careers of students receiving support from the academy's mentoring programme.
- Be actively involved in extra-curricular activities for members of the student population: To plan and deliver a wide range of extra-curricular activities which promote learning, good behaviour, better social skills and well-being.
- Commitment to team working.
- Any other duties as directed by the head teacher which fall within the purview of the post

LEARNING MENTORING PERSON SPECIFICATION

	Essential	Desirable
Experience	<p>The Learning Mentor should have experience of:</p> <ul style="list-style-type: none"> - Working with colleagues in teams - Leading on an initiative and seeing it through from start to finish - Working alongside other professionals in the development of learning/pastoral issues - Continuing professional development - Positive behaviour strategies 	<ul style="list-style-type: none"> - Outstanding practice in securing outcomes for young people - Setting targets, monitoring progress and interventions and evaluating their impact - Training others
Knowledge and Understanding	<p>The Learning Mentor should have knowledge and understanding of:</p> <ul style="list-style-type: none"> - The importance of building and sustaining teams - Strategies for intervening with students who are at risk of underachieving as well as those who need further academic stretch - Behaviour/attendance management techniques for groups and individuals - Developing positive relationships with parents, students and other stakeholders in the academy 	<ul style="list-style-type: none"> - A variety of pastoral issues including barriers to achievement and how these can be overcome - Positive punctuality/attendance strategies - Up to date curriculum changes and how the accountability measures could affect the students
Skills	<p>The Learning Mentor will be able to:</p> <ul style="list-style-type: none"> - Be an excellent Learning Mentor - Have good communication skills, both written and oral - Have good presentation skills with the ability to enthuse and motivate others - Have good organisation skills. - Be confident in the use of information and communication technology. - Have good influencing and negotiation skills. 	<ul style="list-style-type: none"> - Make consistent judgements based on careful analysis of available data as evidence
Personal Characteristics	<ul style="list-style-type: none"> - Ability to support the Catholic ethos of the Academy - Willingness to share expertise, skills and knowledge - Sensitivity to the aspirations, needs and self-esteem of others - Commitment to team working - Willingness to address challenging issues with clarity of purpose and diplomacy - A sense of humour and a positive attitude. - Be willing to undertake further training internally or externally to improve the effectiveness of their role - Must be able to relate well to a wide range of students from different abilities, ethnic and social backgrounds as well as with staff and other professionals 	