



## WINTERTON COMMUNITY ACADEMY

<p><b><u>Job Title:</u></b></p> <p>Learning Mentor</p>	<p><b><u>Business Unit/Section</u></b>    Inclusion</p>
<p><b>SCP 5 - 8</b> (£24,790 – £25,992) pro-rata for part-time</p>	<p><b>Term Time Only:</b> 35 hours per week</p>
<p><b><u>Overall Purpose of Job:</u></b></p> <p>To provide support and guidance to children and young people and those engaged with them by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.</p> <p>To provide a complementary service that enhances existing provision in order to support learning, participation and encourage social inclusion by developing and maintaining effective mentoring relationships with young people and those engaged with them</p>	
<p><b><u>Main Responsibilities:</u></b></p> <p>Inclusion of vulnerable pupils: through pupils’ pastoral and emotional support, behaviour, and behaviour for learning.</p> <p><b>Support for the Academy</b></p> <ol style="list-style-type: none"> <li>1. Assist teachers with the development and implementation of individual education/behaviour/support/mentoring plans.</li> <li>2. To liaise closely with the staff in school to ensure that everyone understands and supports the strategies used to develop the pupil’s skills for learning and learning behaviours.</li> <li>3. To meet regularly with the designated line manager to report progress of identified pupils.</li> <li>4. To provide objective and accurate feedback and reports as required.</li> <li>5. To track and analyse data against behaviours, taking account of factors such as ethical, social, economic status, disability.</li> <li>6. To develop and implement appropriate behaviour management strategies.</li> <li>7. To develop, implement and monitor systems in relation to behaviour and integration.</li> <li>8. To provide administrative support e.g. dealing with correspondence, making phone calls etc</li> <li>9. To assist in compiling/analysing/reporting on exclusions and trends in behaviour.</li> </ol> <p><b>Safeguarding and Promoting the Welfare of Children and Young People</b></p> <ol style="list-style-type: none"> <li>1. to support the Senior Leadership team, to ensure a safe and supportive culture in the school;</li> <li>2. to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.</li> </ol>	

## **Generic Responsibilities**

1. To be aware of the academy's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
2. To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the academy.
3. To be aware of and comply with the Codes of Conduct, regulations and policies of the academy and its commitment to equal opportunities. Act in a courteous way at all times in communication with both colleagues and other academy stakeholders.
4. To support and contribute to the academy's ethos and mission statement, enabling children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being. To contribute to whole academy events as and when required.
5. To expand personal skills base within the post, undertaking training / appraisal as appropriate, to ensure that relevant knowledge and skills are updated.

## **Note**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

## **Decision Making:**

- Decision making responsibilities as directed by the Assistant Head/SENCO when these have an impact upon the operational efficiency of the role
- Works within permitted academy guidelines
- Communicates information effectively to teachers, students, parents, other professionals, etc. whenever the need arises
- Recognises when it is necessary to make, adjustments to, planned activities in order to ensure efficiency without immediate reference to the Assistant Head within agreed policies of the academy
- Management of own workload
- Works within general defined guidelines, but may be required to use judgement/discretion in dealing with routine matters for which there is not a readily available precedent
- When working out of sight of colleagues periodically check to reassure them and self about personal safety

## **WORK ENVIRONMENT**

### **Work Demands:**

- Work demands will vary throughout the year, but postholder must be prepared to work to tight deadlines at various times.
- Prioritising jobs
- Disruptions may be caused by unplanned requests of staff, pupils, stakeholders and parents

- Producing documentation at short notice
- Disruptions to normal work patterns e.g. evening events and meetings,

**Physical Demands:**

- Normal physical activity.

**Working Conditions:**

- Works throughout the academy and grounds. Classrooms can be warm/cold and some machines moderately noisy.

**Work Context:**

- At risk of verbal abuse and physical harm from a minority of pupils and parents who behave aggressively.

**Position in Organisation:**

Indicate how many staff the post is directly accountable for: 0 member of staff

Date of Job Description: 19.01.2022