

JOB DESCRIPTION

Job Title	LEARNING MENTOR, IMPACT ACADEMY WORKSOP
Grade	GRADE 6 (TERM TIME PLUS 5 DAYS) £26,845-£30,151 (PRO RATA)
Primary Purpose of the Job	To work as part of the Impact Academy Worksop team providing support to young people who access the Academy
Responsible to:	Head of Centre

Principal Responsibilities	<p>To support identified students in accessing the academic and vocational packages in the most effective way, appropriate to their needs and understanding.</p> <p>To assist and support in the delivery of teaching and learning</p> <p>To support students and their families in ensuring that barriers to success are dismantled.</p> <p>To promote the inclusion of all students</p> <p>To work closely with mainstream staff when supporting students</p>
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MAIN DUTIES

1. To support students in their Academic and Vocational Courses
2. To contribute to building sustainable networks with other learning mentors, setting staff, other agencies and partners
3. To contribute to the positive destinations of pupils
4. To contribute to the design development and review of provision for identified children and young people
5. To participate, with other staff, in the comprehensive assessment of children and young people to identify and address barriers to learning.

MAIN DUTIES

6. To develop and maintain 1:1 mentoring relationships with those students needing particular support to achieve goals defined in the action plan and to act as key worker to a targeted group of students
7. To maintain appropriate relationships and communication with families/carers
8. To model positive relationships and interventions with a range of colleagues in diverse learning environments.
9. To have knowledge and appreciation of the range of activities, courses, opportunities organisations and individuals that could be drawn upon or signposted to as additional resources to work with children and young people.
10. To contribute to child welfare and child protection processes
11. To contribute to the maintenance of records and information systems both computerised and manual with due regard for data protection and confidentiality.
12. To promote the speedy and effective transfer of information on identified children and young people between schools, the setting and other agencies as appropriate.
13. To comply with all relevant legislation and Academy policy and procedures.
14. To undertake additional duties as required by the Head of Centre.

DUTIES SPECIFIC TO THE GRADE

1. Contribute to EHA/EHCP and CP processes
2. Deliver booster sessions to small groups
3. Support the planning and delivery of enrichment programmes
4. Record rewards and sanctions and report to the leadership team
5. Produce individual target sheets and contribute to Personal Learning Plans
6. Keywork identified cohorts of pupils
7. Utilise pupil performance data to instigate interventions
8. Liaise with parents and carers
9. Support with the application of behaviour and attendance strategies
10. Support form leaders with SMSC and enrichment tasks
11. Support Outwood Grange Academy Staff with student re-integration activities

Date Job Description prepared/updated

September 2022

Job Description prepared by

Mr P Hodgkinson

PERSON SPECIFICATION

Department	IMPACT ACADEMY WORKSOP
Job Title	LEARNING MENTOR – GRADE 6

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent in a relevant field 	<ul style="list-style-type: none"> • Evidence of CPD linked to SEMH
Experience	<ul style="list-style-type: none"> • Proven track record as a Learning Mentor. • Experience of working with students with Social, Emotional, Behavioural and Mental Health issues. • Proven track record of raising pastoral standards • Evidence of excellent planning, assessment and record keeping. • Experience of key working processes • Experience of successfully working with specialist agencies • Experience of writing detailed reports. • Excellent record of attendance and punctuality. • Experience of Early help processes 	<ul style="list-style-type: none"> • Experience of delivering practical subjects • Experience of supporting mainstream colleagues
Knowledge/Skills	<ul style="list-style-type: none"> • Knowledge of relevant staff development and training opportunities. • Thorough knowledge of child protection regulations • Knowledge of Early help systems • Excellent ICT Skills. 	<ul style="list-style-type: none"> • Working knowledge of CPOMS

Personal Qualities	<ul style="list-style-type: none"> • Energy and drive. • Enthusiasm, commitment, determination. • The highest expectations of yourself, your staff and students. • Excellent communication skills both written and oral, with staff and students • Work effectively as part of a team developing positive relationships with colleagues, students, parents/carers and other agencies, as appropriate. 	<ul style="list-style-type: none"> • Willingness to work across the trust and share good practice.
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Date Person Specification prepared/updated	September 2022
Person Specification prepared by	Mr P Hodgkinson