



### Job Description

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| JOB TITLE    | Learning Mentor      |
| JOB FAMILY   | Education Support    |
| PHASE        | Secondary            |
| REPORTING TO | Heads of Year (HoYs) |

### Job Purpose

The Learning Mentor role is multifaceted, involving monitoring a caseload of students, carrying out effective intervention, which may be 1:1 or in a small group. Supporting students in lessons to identify their strengths and difficulties is also a key part of the role. To plan appropriate personalised interventions and, from your findings, support classroom teachers through further CPD opportunities. You will also be expected to liaise with families and other relevant outside agencies. You will achieve this through:

- Enabling our students to access learning by supervising and assisting students across a wide range of activities and supported learning activities
- To promote the development of the physical and mental health and well-being of our students as directed by the HoYs / SLT and consistently support students whilst responding to their individual needs
- Contribute to the effective organisation of the Academy with administrative and clerical support
- Undertake activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development
- Carry out pre-planned activities to support the development of students with literacy difficulties both socially and academically, following the graduated response
- Monitor the progress of identified students and carry out pre-planned intervention to support progress across the curriculum
- Promote and help build students' self-esteem, raising their aspirations and promoting excellence with their habits leading to high standards of personal conduct, academic excellence and participating successfully in the wider community of the Academy.

### Duties and Responsibilities

To provide proactive and positive inclusion support for identified individuals or groups of students including but not restricted to:

- Promote and celebrate progress and attainment across the curriculum, including our personal development opportunities



- Promote our Inclusive ethos to ensure that students are aware of their personal responsibility to demonstrate Fundamental British Values and the Protected Characteristics under the Equality Act
- Promote positive values, attitudes and good student behaviour working closely with the Inclusion team and to support key vulnerable students.
- Analyse student data, pupil voice and respond proactively to develop student's perceptions and attitudes to ensure they are able to be their best self
- Manage professionally and promptly to conflicts and incidents in line with established policy ensuring that all relevant parties are informed in a timely way
- Work with the Attendance Improvement Co-ordinator to promote the importance of high levels of attendance, celebrating success and challenging students and families where expectations fall short
- Provide feedback to students and their families regarding their progress and achievement with interventions and identified personal targets
- Support the use of ICT in learning activities and develop students' competence and independence through our One:One devices
- Undertake planned supervision of students during break times, on visits and school trips and other out of school activities as required, including supporting break and lunch time supervision e.g. educational games, homework clubs etc
- Be the first point of contact for parents; provide regular updates to parents and carry out reviews, as directed by the HoY, such as behaviour reports, individual targets, student Passports, and rewards which are driven by evidence of engagement and progress
- Liaise sensitively and effectively with parents / carers and other agencies as required, and participate in feedback sessions or other meetings as directed
- Be responsible for tracking progress across subjects and liaising with teachers where progress is a concern to identify intervention strategies
- To provide objective and accurate feedback and reports to teachers and Line Manager on student achievement, progress and other matters as required, ensuring the availability of appropriate evidence
- To prepare group activities and determine the need for and maintain general and specialist equipment and resources
- Be prepared to use positive handling techniques if required, complete all necessary paperwork associated following TSAT Guidance
- Conduct investigations if behaviour significantly contravenes the expectations set by the Academy, including the Behaviour for Learning Policy
- Ensure that recording keeping / paperwork is accurate and kept up to date including reporting and managing aspects of the schools Management Information Service and other school led platforms.

#### **Working with colleagues and other relevant professionals**

- Work collaboratively as part of the pastoral team demonstrating flexibility and commitment to the welfare of our students



- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the HoY / SLT
- Take the lead with outside agencies and support services to ensure a coordinated response to provision
- Actively seek external support and resources to promote the mental health and well-being of our students, sharing knowing and expertise for the benefit of our community
- Communicate your knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Develop effective professional relationships with colleagues, including the wider network within our Thinking Schools family of schools
- Be prepared to visit other providers of alternative provision / TSAT Academies, to capture best practice and to integrate ideas into current practice
- Train to be a Deputy Designated Safeguarding Lead (DDSL) to ensure you have the knowledge and skills to support the wider safeguarding team with the welfare of our students when required.

#### **Whole-school organisation, Strategy and Development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures
- Encourage and promote the social and emotional development of pupils
- Support the lead for Careers to ensure our students are knowledgeable about the opportunities available to them and choose aspirational pathways.

#### **Professional Development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Engage in the Trust's Professional Growth professional development and reflection tool to seek opportunities to develop personally and professionally
- Attend meetings and training sessions as required.

#### **Personal and Professional Conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community



- Respect individual differences and cultural diversity.

#### Other Areas of Responsibility at Maritime Academy

- Supporting all students to display the expectations set by the Academy through 'Making Excellence a Habit' ethos and values
- Develop our students' ability to demonstrate their strength of character; to grow and develop as ambitious and aspirational young people ready for the next stage of their education or employment
- Promote students' pride in themselves as members of our school community. To celebrate the success of our young people and to ensure they demonstrate high standards in personal conduct
- Support our students to demonstrate unity by showing respect for where they learn and who they learn with
- Support, where needed, the successful Transition of students between year groups and Key Stages
- Be first aid trained to be able to administer first aid when required in line with our Medical and Medicines in School Policies.

#### Generic Duties relevant to all members of Staff

##### The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do
- 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"
- You will be based at Maritime Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required

##### Teaching and Learning

- This is our core business and therefore it is an absolute priority. 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



#### **ICT**

- It is expected that all teaching and support staff follow the ICT Vision of the Trust
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems
- 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 Academy'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

#### **Safeguarding**

- The Thinking Schools Academy 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 to safeguard children and young people
- 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 adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead

#### **Equal Opportunities**

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships

#### **Data Protection**

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately



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.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Learning Mentor.

Name:

Signed:

Date: