

Job Description & Person Specification

Job Role:	Learning Mentor
Job Family:	Teaching & Learning
Job Department:	Teaching & Learning
Responsible to:	Head of Education Provision and Senior Leadership Team
Line Manager:	Class Teacher
Salary/Grade:	Grade B
Appointee Name:	
Appointee Signature:	
Date Signed:	

Under the direction of the teacher, provide support and assistance in the development and education of children and young people (CYP) in our Education Provision (EP). This will be achieved through undertaking tasks both in and out of the classroom and providing supervision and mentoring to especially hard to reach students with a range of challenging needs.

To be prepared to undertake continuous professional development to enhance your skills and expertise which ultimately improve the life chances of the students we work with.

Key accountabilities, duties and responsibilities

Support for Students

- To ensure safeguarding of students is paramount at all times
- To work on a one to one basis and as part of a team with students who have behavioural, social and emotional difficulties alongside a growing number with mental health concerns
- Support students to achieve their aims and aspirations in the wider learning experiences
- Assist in the assessment of students, to ensure that an accurate baseline of developmental needs is identified
- Establish a good relationship with students by using language and other communication skills that students can understand and relate to
- Encourage and enable students to make informed choices in their lives and assist them in working through the consequences and taking responsibility for their behaviour
- Support the well-being of students in their emotional and social, personal development
- Meet the needs of students by contributing to, and then following pastoral support plans and risk assessments
- Attend and contribute to planned EP events which promote the EP and enhances the students experience
- Where deemed necessary, escort students when engaged in off-site activities and visits, and provide assistance and instruction where needed

Support for teachers

- To undertake other relevant duties allocated including input to the monitoring and reviewing of work programmes

- During curriculum activities, under the direction of the teacher, provide support to enable students to achieve their learning aims
- To maintain records of student's progress as instructed by the class teacher including input to monitoring and reviewing of work programmes
- To prepare display materials and teaching aids, undertake simple maintenance and repair and clean and tidy up after use
- To undertake other relevant duties allocated at the discretion of the class teachers or members of the EP SLT

Support for the EP

- To assist in the supervision of CYP outside the classroom including in outside spaces, communal areas or on visits outside the EP premises
- To observe students as individuals and in groups and monitor and report back to teaching staff on problems, progress and possible developmental needs utilising specialist knowledge and experience

Support for the curriculum

- To assist in the delivery, adaptation and interpretation of education work programmes undertaking individual, learning activities, as directed by the class teachers, in order to further the educational development of students. This may be in a specific area of competence, specialist knowledge or experience.

Entitlement

Induction, training and professional support

- To receive new staff induction training in line with the EP's policy if appropriate
- To receive medical aid training in line with the EP's policy and individual pupils healthcare needs
- To receive a comprehensive programme of professional development as applicable, for all duties which are required within this job description
- To receive the support of a line manager and to work as a valued part of our whole EP team

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to Safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Education Provision's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Education Provision's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The Education Provision and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Education Provision and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The Education Provision has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Education Provision premises and those where Education Provision services are provided.



This job description is not exhaustive and the post holder may be required to perform duties other than those given in the job description. The job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations, and will be used in monitoring effective performance.

The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post however, this job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Brunel Academies Trust CEO retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> • Good basic education in English and Maths • A willingness to undertake further training/CPD • The ability to learn from others, to share skills and best practice with others on all levels, and to assimilate knowledge quickly 	<ul style="list-style-type: none"> • Have an understanding of childhood development programmes such as The Thrive Approach • SEND and related training • An understanding of trauma informed working
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working as part of a team • Working with young people with a range of challenging behaviours • Experience of supporting the emotional regulation and social interaction of students • Knowledge & understanding of SEND issues 	<ul style="list-style-type: none"> • Previous relevant and successful teaching assistant experience relating to specific learning difficulties, within a special provision • Knowledge and understanding of using a therapeutic approach to engage a range of students
Skills & Abilities	<ul style="list-style-type: none"> • An ability to work closely and effectively with parents • Effective communicator 	<ul style="list-style-type: none"> • Good ICT skills

Personal Qualities and Commitment	<ul style="list-style-type: none"> • A willingness to go into water with pupils in swimming/hydrotherapy pool sessions • Empathy towards the needs and rights of CYP with challenging behaviour • Ability to relate to people at all levels • Sense of humour • Adaptable and versatile approach • To be able to work within and effectively contribute to the ethos of the provision • Commitment to the provision and its students • Imaginative approach to parental and other community involvement • Flexibility, enthusiasm to embrace change 	<ul style="list-style-type: none"> • Ability to contribute to extra-curricular activities • Interests other than education
-----------------------------------	--	--