

**JOB DESCRIPTION**

<b>Post Title:</b>	Learning Mentor		<b>Director/Service/Sector:</b>	Children's Services		<b>Office Use</b>
<b>Band:</b>	4		<b>Workplace:</b>			JE ref: SG41
<b>Responsible to:</b>	Headteacher, SLT and SENCO		<b>Date:</b>			HRMS ref:
<b>Responsible for:</b> TAS						
<ul style="list-style-type: none"><li>• <b>Job Purpose:</b> To work under an agreed system of supervision and take the lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning. To challenge, motivate and inspire young people to achieve their potential and help them overcome barriers to learning. Work as part of a team to provide a friendly, efficient and accessible service for the benefit of students/staff/parents and visitors</li></ul>						
<b>Resources</b>	Staff	Supervision of teaching assistants				
	Finance	None				
	Physical	School and Classroom Resources				
	Clients	Internal (Teachers, Groups of Children/Whole Class interventions) External (Parents/Carers, External Professionals e.g. EPs, EWO's, Social Workers)				
<b>Duties and key result areas:</b>						
<b>Support for Pupils</b>						
<ol style="list-style-type: none"><li>1. With teaching and pastoral staff, to assist in assessment procedures for all children entering or returning to school, and to identify those who need extra help to overcome barriers to learning inside and outside school</li><li>2. To contribute to drawing up and implementing an action plan for each child who needs particular support</li><li>3. To develop a 1:1 mentoring relationship with children needing particular support where necessary aimed at achieving the goals defined in the action plan</li><li>4. To assist in maintaining regular contact with families/carers of children in need of extra support, to keep them informed of the child' needs and progress, and to secure positive family support and involvement.</li><li>5. To have knowledge and appreciation of the range of activities and courses, opportunities, organizations and individuals that could be drawn upon to provide extra support for pupils</li><li>6. To contribute to the speedy and successful transition between schools</li><li>7. To contribute to the sharing of information within schools and between local agencies, schools authorities and other learning mentors, and be point of contact for accessing a range of community and business based programmes and specialist support services for example, the Childrens' Social Care Service, the Educational Welfare Service, the Probation and Connexions service, and out of school study support and business and community mentors.</li><li>8. To communicate with other Learning Mentors in order to share best practice.</li><li>9. Undertake appropriate professional development including performance management</li><li>10. To provide absence cover as appropriate</li><li>11. Liaise with Teachers and staff</li></ol>						

## 12. Comprehensive record keeping

### **Support for the Curriculum**

1. Deliver learning activities to pupils within an agreed framework of supervision, adjusting activities to meet pupil needs
2. Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. Support use of ICT in learning and develop pupils' competence and independence in its use.
4. Help pupils access learning activities through specialist support.
5. Advise on appropriate deployment and use of specialist equipment or resources

### **Support for the School**

1. Comply with all school policies and contribute to the development of policy relating to:
  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - Confidentiality and data protection.
2. Work in such as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Attend and participate in regular meetings
5. Take the initiative, as appropriate, in developing multi agency contacts to support the learning and development of children.

### **Line management responsibilities**

1. Manage other teaching assistants
2. Liaise between managers or teaching staff and teaching assistants
3. Hold regular meetings with managed staff.
4. Undertake the following activities:
  - Recruitment of staff
  - Induction of staff
  - Appraisal of staff

- Staff training
- Mentoring and coaching of staff

5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Transport requirements:	Required to use own transport to travel within and out-with the County
Working patterns:	Normal work patterns
Working conditions:	Normally indoors

Northumberland County Council  
**PERSON SPECIFICATION**

Post Title: Learning Mentor		Director/Service/Sector: Children's Services		Ref: SG41	
Essential		Desirable			Assess by
Knowledge and Qualifications					
Meet the National Standards for HLTAs or equivalent qualification Excellent numeracy and literacy skills( at least NVQ 2 Qualification); HSAW First Aid Certificate or equivalent; Participated in training related to various national strategies e.g. literacy and numeracy		NNEB or equivalent ( First/Primary Middle) or Specialist Degree (Middle/High)			(a), (i)  (t)
Experience					
Working with children of the relevant age  Basic clerical skills  Planning effective actions for pupils at risk of underachieving		Supervising small groups of children  Counselling  Working with children with additional needs  Managing other employees			(a), (i)
Skills and competencies					
Effective ICT skills and 3 years experience of using ICT in a learning environment  Ability to use other types of learning technology: <ul style="list-style-type: none"><li>Photocopying</li><li>Whiteboards</li><li>CD ROM</li><li>Video</li></ul> Understanding of codes of practice and recent relevant education;		NVQ 2 ICT Qualification			(a), (r)  (i)

Good understanding of the principles of child development and the learning process Can work as a member of a team, understanding their role in the classroom and associated responsibilities.		
<b>Physical, mental and emotional demands</b>		
<b>Other</b>		
Willingness to participate in training and personal development		(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits