**Job Description: Learning Mentor**

POST TITLE: LEARNING MENTOR

# Purpose of the post

* To provide support and guidance to children, young people and those engaged with them in order to reduce exclusions, increase attendance and raise attainment by working to remove barriers to learning.
* To provide a complimentary service that enhances existing provision in order to support learning, participation.
* To promote inclusion.
* To develop and maintain effective and supportive mentoring relationships with children, young people and those engaged with them.
* To work within an extended range of networks and partnerships and assist in brokering support to enhance learning opportunities, as well as contributing to the improvement of services to children and young people.

# Key responsibilities

* To contribute to the identification of barriers to learning for individual children and young people and provide them with a range of strategies for overcoming those barriers.
* To develop, agree and implement a time-bound action plan with groups and individual children, young people and those involved with them based on comprehensive assessment of their strengths and needs.
* To maintain accurate records of the work undertaken with each individual pupil or group.
* To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with school.
* To safeguard and promote the welfare of the child and to protect children and young people from abuse.
* To develop and maintain appropriate contact with the families and carers of children and young people who have identified needs and to keep them informed about the pupil’s needs and progress by strengthening home/school links, as well as to secure positive family support for the pupil.
* To contribute to the assessment process where pupils’ may need to access specialist support to overcome barriers to learning.
* To negotiate, establish and maintain effective working partnerships with other agencies and individuals in order to address needs and help remove barriers to learning for children and young people requiring mentoring support.
* To attend network meetings with other Learning Mentors and contribute to the identification and sharing of good practice to enhance learning mentoring provision.
* To operate within agreed legal, ethical and professional boundaries when working with children, young people and those involved with them.
* To meet regularly with the designated line-manager to report on the progress of identified pupils and access appropriate support as agreed.
* To liaise closely with staff in school to ensure a clear understanding of the Learning Mentor role and the work being undertaken in relation to the purpose of the post.
* To work closely with the playtime supervisor and support staff to ensure positive experiences for students during playtimes and lunchtimes.
* To undertake play and lunchtime supervision
* To attend training and Continued Professional Development (CPD) sessions.
* To review own contribution to the school.
* To work within, and promote, the school’s Equal Opportunity Policy and contribute and adhere to policies relevant to the post.
* To undertake other duties, appropriate to the post, as may be required from time to time.

## PERSON SPECIFICATION

POST TITLE: LEARNING MENTOR

**ESSENTIAL:**

# Qualifications & training

# Qualification in a relevant subject

# Experience

* Experience of working with children and young people, taking a keen interest in their learning, welfare and achievements in either a paid or voluntary capacity (eg. youth worker or play leader).

# Skills, abilities and knowledge

* Ability to establish, develop and maintain effective and positive one-to-one mentoring relationships with children and young people.
* Ability to provide a positive role model to children and young people with a commitment to supporting children and young people with achieving their full potential.
* Knowledge and understanding of safeguarding (child protection) and health and safety practices and procedures.
* Good listening skills and the ability to communicate effectively with children, young people, families, school staff and a range of other professionals.
* Knowledge and awareness of issues and factors related to underachievement and barriers to learning.
* Ability to exercise initiative, work independently and take responsibility for the delivery of a learning mentoring programme.
* Ability to work flexibly.
* Ability to operate within networks.
* Ability to work effectively in a team, with individuals and other agencies.
* Ability to communicate effectively through a variety of means (verbally, in writing, using ITC).
* Understanding and awareness of equal opportunities, experience of strategies to promote equality of opportunity and a commitment to work within the Council’s Equal Opportunity Policy.

### DESIRABLE

* Experience of working in a school, college or youth/social work setting.
* Experience of supporting children and young people to find out about and use services and facilities.
* Evidence of relevant training and/or professional development. (The successful candidate will be expected to produce certificates or record of achievement.)
* Knowledge or experience of working with other agencies.