

THE CHERWELL SCHOOL

A Centre of Opportunity

Job Description: Learning Mentor

Responsible to: Attendance and Inclusion Officer

Salary Scale: Grade 6

Working Time: 36.25 Hours per Week
8.15am – 4.00pm; Monday to Friday

Definition of Learning Mentoring:

Learning Mentors carry a case load and offer timetabled support to disadvantaged students who are in receipt of the Pupil Premium Grant. They are not class bound but have a role throughout the school.

Job Purpose:

- To develop and maintain effective and supportive mentoring relationships with Pupil Premium students and their families
- To support our Pupil Premium students to attain academic excellence
- To support the progress and attainment of Pupil Premium students
- To support the attendance of Pupil Premium students

MAIN RESPONSIBILITIES

Develop Supportive Mentoring Relationships:

- Helping students who are underperforming in their subjects on a one-to-one basis, or in small groups
- Implementing strategies and supporting students in developing an independent approach to their learning
- Drawing up agreed action plans with students, outlining the aims of the mentoring
- Monitoring data to ensure students are making progress

Supporting Learning, Participation and Social Inclusion:

- Promote inclusion and equality, encourage participation in extra-curricular activities
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- Support students in making decisions that affect their lives
- To work with students to raise their academic and social aspirations
- To support children and young people's successful transfer between Key Stages
- Contribute to processes and procedures for improving attendance
- To establish positive links with parents and carers

Working in Partnerships:

- To provide relevant information to the Attendance and Inclusion Officer in order to support their work with families of Pupil Premium students
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training
- Provide regular feedback to relevant staff
- As directed, provide clear evidence and reports to inform common assessment framework and child protection cases
- Attend meetings with parents and year teams as requested

Maintaining Professional Competencies:

- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them
- To attend training and professional development sessions where appropriate
- To meet regularly with the designated line manager to discuss case load of identified pupils and other LM activities, make use of advice and supervision to develop competencies

Supporting the School:

- Maintain confidentiality of information in line with the policies and procedures of the school
- Support school evaluation by providing evidence demonstrating how Learning Mentor provision supports student progress
- Complete the administrative duties relevant to the role of Learning Mentor, including planning, record keeping, database and reports
- To undertake other duties, appropriate to the post, as may be required from time to time
- To comply with the school policies

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.