



JOB DESCRIPTION AND PERSON SPECIFICATION

Learning Mentor

Job Description

KEY AREAS AND ACCOUNTABILITIES

- To research, plan and deliver 1-2-1 mentoring/support sessions with identified students on a range of subjects that may be hindering individual learning
- To research, plan and deliver group sessions/workshops with identified students on a range of subjects that may be hindering their learning
- To provide in class support for named students, for part of the working week, where and when required, in liaison with Assistant Headteacher (Inclusion)
- To plan and deliver a wide range of extra-curricular activities which promote learning, good behaviour, better social skills and well-being
- To work with the Learning Co-ordinator for Year 7 to ensure smooth transition and induction for Year 6 students to the School
- To assist where and when necessary with the induction of students other than in Year 7
- To liaise with Learning and Assistant Learning Co-ordinators keeping them well informed about their students which you mentor/support
- To ensure your Line Manager is informed immediately of any concerns in relation to the students you mentor/support
- To ensure the Child Protection Officer is informed immediately of any concerns relating to safeguarding in relation to the students you mentor/support
- To attend team and School meetings and those that are specifically in relation to the students that you mentor/support, such as pastoral support programmes or liaison with multi agencies
- To maintain accurate records on named students which measure the impact of your intervention
- To provide regular written reports on your work as a Learning Mentor

GENERAL

- To attend School and relevant wider based training sessions as required or necessary
- To attend meetings and undertake duties as reasonably directed by the Headteacher

Heston Community School
Person Specification

	Essential	Desirable
Qualifications		
Relevant training for working with young people aged between 11-19	✓	
NVQ accreditation in a relevant subject or area		✓
Experience		
Experience of working with young people aged 11-19	✓	
Proven track record of successfully working with disaffected young people	✓	
Experience of working in a secondary school setting		✓
Skills / Abilities / Knowledge		
An ability to communicate effectively with students, students, parents and multi agencies	✓	
An ability to work autonomously and as part of a team.	✓	
Good organisation, time management, communication and interpersonal skills.	✓	
Good research and planning skills	✓	
Knowledge of the main aspects of the organisation of secondary schools		✓
Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information	✓	
Knowledge of the rights and responsibilities of parents		✓
The ability to liaise with and gain the confidence of all school staff	✓	
A clear understanding of the factors which lead to educational disaffection in young people	✓	
Knowledge and understanding of strategies to remove barriers to learning in young people	✓	
Knowledge of the range of additional support/agencies available for students		✓
Good ICT skills	✓	
Knowledge of career and further/higher education opportunities open to young people		✓
The ability to work flexibly	✓	
The ability to find creative and imaginative solutions to problems		✓
The ability to produce detailed, concise evaluative reports of the programme	✓	
Attitudes		
A commitment to and an enthusiasm for the post	✓	

Adaptability and a professional approach to the responsibilities of the post.	✓	
An understanding of and commitment to the equal opportunities policies of the LA, and the School	✓	
An eagerness to gain experience, expertise and professional development through this position.	✓	
Other Factors		
Attendance at some evening and early morning meetings may be required.		

The successful candidate must pass the required health and enhanced DBS checks.