

Learning Mentor Job Description

As part of Delta, Education Trust, The Quay School's vision is ***"Learning together in pursuit of happiness"***. This means we really care whether pupils love or hate their learning, so we work hard to create a space where pupils learn together to become knowledgeable, self-aware, independent and happy people who make a positive difference, wherever life takes them. We are looking for enthusiastic and inspirational Learning Mentor to share our vision in all they do.

Job Title	Learning Mentor
School	The Quay School
Reporting to	Head of Base
Hours	34.5 per week – Term time only
Contract	Permanent

Main Purpose of the job

- Assist Teachers and other relevant staff in supporting students with ASC or SEMH needs to meet the outcomes on the student's EHCP.
- Supervise and support targeted students both individually and in groups.
- Help students achieve learning and behaviour targets as specified in Individual Programmes.
- Liaise closely with parents/carers and other professionals and to develop and improve effective partnerships in the interests of the child/young person.
- Monitor and record the progress of students.
- Develop trusted relationships with students

About your role

- Motivate and support students in a variety of learning situations in a variety of settings on and off site.
- Supervise students during breaks, lunchtimes, as well as activities/visits out of school.
- Help students develop, study with organisational and social skills.
- Build student's confidence and motivation.
- Support students using IT resources including audio visual equipment and computer equipment.
- Promote and support behaviour and attendance programmes.
- Promote regular attendance, this may include transporting / escorting students.
- Mentor students and liaise with specialist services where appropriate.

- Participate in further training/professional development programmes in order to improve your own practice.
- Maintain an awareness of your role in Behaviour Management methods and techniques.
- Contribute to planning and review meetings and be involved with vocational areas, Forest School, Emotional Literacy Programmes, School Council and targeted interventions.
- Safeguard and promote the welfare of pupils and follow school policies and the staff code of conduct.

About you

- Your friends say you are the *kindest* person they know
- Stressful situations are a part of life, but you're the one that stays *calm*
- *Resilient* – As Chumbawamba once said “I get knocked down, but I get up again”
- *Empathic* – It's because you understand how others feel and why they behave in certain ways, that makes you awesome.
- We don't expect you to know everything, but you're *enthusiastic to learn* so that you can be the best you.
- *Self-awareness* - Knowing how you are feeling and how this can impact others is so important for you to meet the needs of our students and having this awareness is what makes you special.
- And while all of the above is about you, the most important thing is that you understand it's really all about the students.

The postholder will adhere to the Trust code of conduct and may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Person Specification – Learning Mentor

Criteria	Essential	Desirable
Qualification and Experience	<ul style="list-style-type: none"> • Experience of caring and supporting the needs of others, in a work or personal setting • Functional Maths / English 	<ul style="list-style-type: none"> • Experience of working with children with challenging behaviour • Desired qualifications in Autistic Spectrum Condition or Social Emotional Mental Health <p>English and numeracy at a minimum GCSE grade C or equivalent</p>
Skills and Knowledge	<ul style="list-style-type: none"> • Ability to respond appropriately to anti-social behaviour, i.e. avoid confrontation, stay calm, non-judgemental • Ability to work with parents / carers in difficult situations • Familiarity and basic competency with ICT • Communicate effectively both verbally and in writing to children, parents and professionals e.g. writing letters. • Help children to work on specific activities / tasks • Work as part of a team • Work with a variety of professionals and agencies • Use own initiative and operate independently when required. • Maintain optimistic and motivational attitude to young people. 	<ul style="list-style-type: none"> • Knowledge of strategies used in dealing with young people with learning and behavioural difficulties. • Experience of the Internet and email. • Experience of using Microsoft Office • Experience of assisting students in the use of ICT. Skills and knowledge in ASC teaching strategies such as TEACCH/PECS
Personal qualities	<ul style="list-style-type: none"> • Share our vision • A commitment to getting the best outcomes for all students and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • A belief that ALL students have the right to an education • Resilience – tomorrow is a new day with new opportunities 	

Other factors	<ul style="list-style-type: none"> • Willingness to work over student lunch hours and in different locations. • Ability to support with adventurous activities/sports which take place offsite • Home visits • Escorting students to school / interviews / leisure activities etc. • Satisfactory pre employment checks including DBS, references and full career history 	
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Notes:

This job description may be amended at any time in consultation with the postholder.