LONDON BOROUGH OF NEWHAM **JOB SPECIFICATION**

Title of Job: Learning Mentor **Grade: Scale 4**

Usually 39 weeks per year work
Usually 36 hours per week

Job No (s)

Department: Education

Section: Primary Service: Schools

JOB DESCRIPTION

PERSON REPORTS TO: Member of Senior Management Team

PERSON SUPERVISES: No line management responsibilities

PURPOSE OF JOB: To identify barriers to learning of pupils and to take part in plans of action to remove that barrier. To encourage and facilitate pupils and parents to take up the learning opportunities that the school offers.

EQUAL OPPORTUNITIES:

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

DUTIES AND RESPONSIBILITIES

Working with pupils

1. To organise the speedy and effective transfer of pupil information.

2. With teaching and other staff, to participate in the comprehensive assessment of all children,

including first language assessment.

3. To integrate, including socialisation of, pupils into their classes.

4. To identify, with other staff as appropriate, those pupils who would benefit from a longer period with a learning mentor and draw up and implement an action plan.

5. To develop a 1:1 mentoring relationship with pupils for whom this support is judged appropriate.

6. To organise and run activities outside the taught day but within normal working hours of the Learning Mentor in accordance with the purpose of the job.

7. To prepare and carry out small group work for pupils.

8. In liaison with other staff, to compile and consider attendance information and take follow up action in accordance with the school's procedures.

Working with families

9. To establish good working relationships with pupils and parents.

10. To interview independently or jointly families of new pupils to ensure that as much information as possible is obtained within a welcoming atmosphere.

11. To maintain regular contact with parents and carers of identified pupils keeping them informed of pupils' needs and progress and assisting them in forming links with the community.

12. To seek to develop the relationship between the school and the home and the participation of parents/carers in school life and their support for its work.

13. To arrange meetings with parents on an individual basis as appropriate to support the development of parenting skills.

14. To provide/access training sessions for parents on a range of areas to support their children's learning.

15. To provide advice to individual parents/carers in relation to supporting their child's specific learning needs at home.

Working with Staff

16. To attend and contribute to reviews and planning meetings and monitor targets for individual pupils.

17. To take part in in-service training and other meetings as directed.

18. To work with staff in developing strategies for managing pupils' behaviour.

19. To liaise effectively with other staff in school who work with particular groups of pupils eg. SEN, Gifted and Talented.

Other Responsibilities

20. To liaise effectively with LEA central staff, outside agencies, individuals and schools for the benefit of pupils.

21. To ensure the availability of 'welcome booklets/induction packs' explaining the main protocols of the school in the main languages of joiners.

22. To establish and maintain a database of the range of support available to pupils.

23. To undertake administration related to the tasks above including maintaining appropriate IT and paper records and producing analysis.

24. To attend appropriate professional development which enables the post-holder to meet effectively the particular needs of pupils.

25. To attend annual reviews and case conferences and contribute to reports as required.

26. To contribute appropriately to school policies on behaviour management.

27. To undertake such other duties, that may reasonably be required from time to time.

PERSONNEL SPECIFICATION

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

REQUIREMENT	METHOD OF ASSESSMENT
A willingness and ability to learn, attend professional training and attain Learning Mentor qualification.	
Ability to engage constructively with young people and families/ carers with different ethnic and social backgrounds.	
Ability to work effectively with teaching staff, including the headteacher.	
A proven track record in working with young people of primary age.	
Ability to help identify potential barriers to learning and jointly engage in strategies to overcome these barriers.	
Ability to engage in joint goal setting with the individual child as part of the learning action planning process.	
Ability to keep up-to-date with current professional knowledge.	
Ability to organise and carry out administrative duties.	
Demonstrate an understanding of the different approaches needed to support the learning of various groups of pupils, including bilingual English learners and pupils with special educational needs.	