from 1/9/01

LONDON BOROUGH OF NEWHAM JOB SPECIFICATION

Title of Job: Senior Learning mentor Grade: 6

Job No (s)

Department: Education

Section: Primary schools (Excellence in Cities) Service: Education

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JOB DESCRIPTION

PERSON REPORTS TO: EiC Lead Learning Mentor /Primary Headteacher

PERSON SUPERVISES: No line management responsibilities

PURPOSES OF JOB: To provide a complementary service to existing teachers and other staff in the designated school, addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential.
To support learning mentors in other schools.
(The main focus of the postholder should be to work with pupils in years 5 and 6)

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.

Key Responsibilities/Purpose of Job:

1. To promote the speedy and effective transfer of pupil information for identified pupils from primary to secondary schools, for pupils transferring between schools mid-phase and for pupils entering school other than reception who have never been to school before or who have had long periods of non-school attendance
2. With teaching and other staff to participate in the assessment of all nominated pupils, in particular those entering or returning to school, to identify those who need help to overcome barriers to learning
3. To interview, independently or jointly, families of pupils joining the school to ensure that as much information as possible is obtained within a welcoming atmosphere
4. To ensure the availability of "welcome booklets / induction packs" explaining the main protocols of the school in the main languages of joiners (eg French, Spanish, Portuguese, East European languages)
5. To undertake, with other staff as appropriate, first language assessment of joiners.
6. To assist in the integration, including socialization, of those identified pupils into class
7. To identify, with other staff as appropriate, those pupils, who would benefit from a longer

period with a learning mentor.

8. To draft, in consultation with other staff, and implement an action plan to support those pupils identified above.
9. To develop, where appropriate, a 1:1 mentoring relationship with pupils for whom this support is judged appropriate
10. To maintain regular contact with parents and carers of these pupils keeping them informed of pupils needs and progress and assisting them in making links in the community.
11. To organise and maintain a "buddy" system within the school for peer support of joiners
12. To establish and maintain a data base for the range of support available to pupils
13. To liaise effectively with other staff in school who work with particular groups of pupils.
14. To undertake any other duties within the school appropriate to the grade of the post and within the competency of the post holder

In addition the post holder, by virtue of their "senior" status will be expected to:

15. Attend such training as is appropriate to the post
16. Lead and/or organise training activities for learning mentors within their cluster.
17. Support and work alongside other Learning Mentors as required.
18. Report to the Excellence in Cities lead learning mentor on good practice.
19. Provide a significant input into written information, policies and procedures concerning the work of learning mentors.
20. Collect and disseminate information to support the work of and communication with other learning mentors.
21. Collect, evaluate and report on monitoring information as required by the EiC Partnership Board and DfEE.

PERSONNEL SPECIFICATION

Candidates should possess (E = essential, D = desirable)

QUALIFICATIONS AND EXPERIENCE	METHOD OF ASSESSMENT
A proven track record in working with young people, and the ability to see a child's needs in the round. (E)	Application form
Experience in the use of ICT for communication purposes. (D)	Application form
First degree level or equivalent (D)	Application form

KNOWLEDGE, UNDERSTANDING AND SKILLS	
Good writing, numeracy and organisational skills (E)	Application form
Ability to communicate clearly to a range of audiences in a variety of ways.(E)	Application form/Interview
The ability to engage constructively with, and relate to, a wide range of young people and families/ carers with different ethnic and social backgrounds (E)	Application form
The ability to work effectively with, and command the confidence of appropriate student support staff, teaching staff and senior management within a school. (E)	Application form/Interview
Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-school and external advice and expertise where necessary. (E)	Application form/Interview
The skill to understand the needs of young people and to gain insights into how they think. (E)	Application form/Interview
Knowledge of, and ability to work effectively and network with, a wide range of supporting services in both the public and private sectors; and ability to draw on a wide range of support, information, opportunities and guidance. (E)	Application form/Interview
Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers. (E)	Application form/Interview
Ability to see the mentoring role as a long term activity designed to achieve the goals in the learning action plan and not a quick fix/ troubleshooting role. (E)	Application form/interview
Ability to engage in joint goal setting with the individual child as part of the learning action	Application form

planning process. (E)

Able to support initial training for learning mentors (E) Application form/Interview

PERSONAL QUALITIES

Energy, intelligence, assertiveness, motivation. (E) Interview

Good communicator and excellent team player Application form/Interview
able to act on own initiative.(E)

Able to handle confidential issues sensitively.(E) Application form/Interview

Able to inspire confidence in others (E) Interview

Value education and its role in securing the future Interview
success of pupils (E)

A willingness and ability to learn and see Application form/Interview
potential benefits. (E)

Able to support initial training for learning mentors. (E) Interview

Hard working, a sense of humour, and the ability
to keep things in proportion/perspective.(E) Interview