

Job Description

Post: Learning Mentor

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Provide support and guidance to students who are experiencing difficulties in learning due to social, emotional or behavioural problems, or other issues which affect their ability to learn.
- Contribute to decision making around the selection of students for mentoring.
- Work with relevant staff to assess students' needs and devise strategies to overcome barriers preventing them from achieving their full potential.
- Work with students and relevant staff to develop, implement, monitor and review mentoring action plans.
- Help students to increase their confidence and self-esteem by listening to them and devising appropriate strategies.
- Run mentoring groups in response to assessment (e.g. Boxall), including creative and sporting activities.
- Help students who are not achieving their potential on a one-to-one basis outside the classroom or within lessons.
- Ensure mentoring is consistent and the relevant staff / parents are well informed.
- Support students through the transition to secondary education.
- Liaise with relevant staff and external agencies, as needed, to ensure all students' needs are met.
- Contact parents / carers frequently in order to strengthen the three-way partnership between families, students and staff.
- Maintain accurate records and prepare written reports and evaluations.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.