



The Greetland Academy

Job Description

Senior Learning Mentor/Pastoral Manager

Pay range	Scale 5 Point 12-17
Hours of work:	30 hours per week term-time only – 30 minutes lunch as a requirement to be around at pinch points during lunchtimes and breaks
Responsible to	Principal, Vice Principal
Responsible for	KSI Learning Mentor

Objective of the post:

To work alongside teachers and other staff (particularly in Key Stage 2), addressing the needs of children who require assistance in overcoming barriers to learning in order to achieve their full potential.

To cover lessons when required.

To strive to maintain standards of achievement, attendance and behaviour throughout the school.

To liaise with outside agencies, parents and other professionals as appropriate.

Main Responsibilities/Range of Duties

- Work with school staff to identify pupils who would benefit from mentoring; contributing to assessment and the identification of priorities and targets
- Help pupils who are underperforming in their subjects on a one-to-one basis outside the classroom and looking at why they are underperforming and what can be done to help their situation;
- Implement strategies and support pupils in self-esteem and confidence-building activities;
- Listen to, encourage and motivate pupils to resolve a range of issues that are creating barriers to learning;
- Draw up agreed action plans with pupils, outlining the aims of the mentoring;
- Work with the Principal and EWO to monitor attendance and punctuality of pupils implementing school based strategies;
- Meet with parents at school or their home to discuss issues and problems, securing positive family support and involvement. Employee to drive own vehicle for these visits and to arrange their own business use car insurance.
- Signpost parents to relevant agencies to advise on behaviour strategies and parenting skills;
- Contribute to reports and formal meetings as required regarding pupils
- Organise and run extracurricular activities, during lunch times or as out-of-school activities;
- Help with transition arrangements for pupils moving to secondary schools.
- Maintain a comprehensive record system and follow processes in lines with child protection and data protection regulations

Other specific duties/Responsibilities:

Line Management

- Act as Lead support to other Learning Mentors within the school ensuring that staff under your

supervision are mentored and trained to ensure a full understanding of policies and practices.

- Encourage, motivate and be a good listener and role model.
- Act at all times as an Ambassador for the school actively promoting it's values and vision with all stakeholders.

Safeguarding

- Take a shared lead (DSL) in the safeguarding of pupils role recognising the high level of confidentiality of the post.

Medical

- Develop and implement the schools Administration of Medicines Policy.
- Maintain health and intimate care plans and share with key people in school as appropriate (Teachers, TAs, kitchen staff, welfare and admin).
- Maintain and update first aid records & equipment.

The elements contained within this job description are subject to amendment, after consultation, as the needs of the school change.

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Personnel Specification

Senior Learning Mentor/Pastoral Manager

Attributes	Essential	Desirable	How Identified
SKILLS, KNOWLEDGE AND APTITUDE	<p>Ability to identify existing and potential barriers to learning and jointly engage in strategies to overcome these barriers</p> <p>Knowledge of how to access support agencies and draw on a wide range of support</p> <p>Knowledge of positive behaviour management</p> <p>Ability to keep clear accurate records and compile reports for a number of stakeholders</p>	Knowledge of CPOMS	<p>From Application Form</p> <p>Interview</p> <p>References</p>
QUALIFICATIONS & TRAINING	<p>Relevant childcare, education, social care or health qualification to NVQ level 3 or equivalent and/or considerable experience</p> <p>A minimum of English and Maths GCSE A-C or equivalent</p> <p>Understanding of child safeguarding including up to date current practice through updates and refresher training</p>	<p>Team Teach trained</p> <p>First Aid trained</p> <p>DSL Training</p> <p>Commitment to self-development and willingness to undertake further training</p>	<p>Application form</p> <p>Certificates</p>
EXPERIENCE	<p>Relevant childcare, education, social care or health experience</p> <p>Experience of differentiating and individualising learning, planning and provision</p> <p>Experience of implementing strategies to support learning</p> <p>Evidence of experience of direct work with children and parents</p>	<p>Community work, counselling skills or similar</p> <p>Experience of taking whole class sessions</p> <p>Experience of line managing staff</p>	As above
PERSONAL ATTRIBUTES	<p>Maintain confidentiality</p> <p>Be friendly, approachable, non-judgemental and engage constructively with pupils and families/carers with different social backgrounds</p> <p>Ability to form and maintain appropriate boundaries with children and parents</p> <p>To have a mature disposition and be able to offer secure and sensitive guidance to pupils and their families</p> <p>Ability to work effectively with, and command</p>		<p>Interview</p> <p>References</p>

	the confidence of colleagues within school To work on one's own initiate, balance competing priorities and organise a work schedule.		
SPECIAL REQUIREMENTS		Current driving license and use of a car	Application Form Interview