



Carew Academy Learning Mentor

Job Description

Purpose of Job

To provide personalised support for students to allow them to access learning and to ensure an outstanding atmosphere for learning at all times around the school.

Specific Duties

1. Run 1:1 and group sessions to support students; including but not limited to: ELSA, Lego Therapy, Drawing and Talking Therapy.
2. Be a visible presence around the school during the day and develop positive relationships with all students, thereby support students in managing their emotions and engaging with learning.
3. Encourage pupils to interact with others and make the most of social and learning opportunities.
4. Mentor specific students.
5. Supervise students when they are out of class and get them ready to return to learning as quickly as possible.
6. Liaise with colleagues to develop approaches to support students based on their Education, Health and Care Plans.
7. Support students on educational trips and visits and complete appropriate Risk Assessments to keep students safe.
8. Liaise with external partners as required by the specific area of responsibility. For the Learning Mentor - ASD Specialist, this may include liaising with CAMHS. For the Learning Mentor - Off-Site Provision Coordinator, this will include developing relationships with and regularly visiting off-site providers.
9. Maintain accurate records as required by the specific area of responsibility.
10. Take part in whole school training.
11. Provide training, expertise, advice and support to teaching teams.
12. Attend and take part in Parent's Evenings.
13. Take part in Team Around the Child and other meetings as necessary
14. Write reports when necessary around interventions and impact.
15. Promote the inclusion of all pupils.
16. To promote self-esteem, independence and develop the ability to self-manage their own needs.
17. Provide relevant and ethical feedback to teaching teams and management around the needs, progress and personal development of students on their caseload.

Support for the School

18. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
19. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
20. Contribute to the overall ethos of the school.
21. Appreciate and support the role of other professionals.
22. Attend and participate in relevant meetings as required.
23. Participate in training and other learning activities and performance development as required.
24. Carry out any other reasonable tasks as directed by the Senior Leadership Team.

Supervision Arrangements

Carew Academy will determine supervisions arrangements in line with the management structures.

Safeguarding

Carew Academy is committed to providing equality of opportunity, and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Key Organisational Objectives

The Post-holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework

General notes

(1) Job descriptions are to be reviewed annually.

(2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities

Carew Academy Learning Mentor

Person Specification

Candidates will be short listed entirely on the basis of the extent to which they meet the criteria in their application letter.

FACTOR	ESSENTIAL	DESIRABLE
1. KNOWLEDGE	<ul style="list-style-type: none"> Safeguarding and child protection knowledge with up to date current practice through updates and refresher training. Training in community work, counselling skills, or similar. 	<ul style="list-style-type: none"> Understanding of child psychology and barriers to learning. Knowledge of the education system.
2. SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to work with children and families in a variety of settings within school, at home or in the community. Ability to work flexibly and supportively with parents and carers. Ability to work in partnership with teachers and other professionals. Excellent interpersonal skills with the ability to communicate effectively with children and adults, individually and in groups. Be tactful, diplomatic and sensitive with a good sense of humour. Ability to take responsibility and work on initiative within set boundaries. Excellent organizational and time management skills and the ability to take the initiative in how to plan time most effectively. Willingness to be flexible around when to take breaks during the day. Excellent oral and written communication skills. Ability to keep clear accurate records. Ability to maintain confidentiality. Be a confident and skilled user of ICT – able to use it with children and parents. Be reliable and trustworthy, able to use judgment in receiving and dealing with sensitive information. The resilience to deal with challenging situations involving Child Protection issues. 	<ul style="list-style-type: none"> Able and willing to speak confidently to a range of audiences.
3. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> Level 2 Qualifications in English and Mathematics Relevant childcare, education, social care or health qualification to at least NVQ Level 3 or equivalent and/or considerable experience Qualified in area of therapy e.g. ELSA etc. 	<ul style="list-style-type: none"> Nationally recognized qualification in education. Up to date Safeguarding Training (willingness to complete this is essential). Team Teach Training or equivalent (willingness to complete this is essential).

4. EXPERIENCE	<ul style="list-style-type: none"> • Ability to deal with difficult situations. • Evidence of experience of direct work with children within a variety of settings and from a range of ethnic, religious and cultural backgrounds. 	<ul style="list-style-type: none"> • Able to set up and deliver programs of support work including group work as appropriate to need.
5. DISPOSITION	<ul style="list-style-type: none"> • Flexible approach to supporting children. • Ability to maintain a professional manner in challenging situations. • Confidence to challenge difficult behaviour. • Confidence to challenge other professionals. 	
5. SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • No adverse criminal record and full enhanced DSB clearance. • A full clean UK driving license is an essential requirement of this post. • Flexibility in work pattern may be required sometimes. • Able and willing to work flexibly as part of a team. • Commitment to self-development and willingness to undertake further training. 	<ul style="list-style-type: none"> • MIDAS qualification (willingness to obtain this is essential).

Carew Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of our Safer Recruitment procedure short listed candidates are required to bring to their interview documents to confirm identify, name, date of birth and address. The successful applicant will be required to obtain an up to date DBS check.