

## **JOB DESCRIPTION**

**JOB TITLE:** Learning Mentor  
**HOURS:** 14 hours per week/39 weeks per year  
**GRADE** Single Status 3  
**RESPONSIBLE TO:** Senior Leadership Team (SLT) Member

### **Main purpose of the role:**

Working under the direction of a member of the Senior Leadership team to mentor, and support a targeted student cohort within the school. Work in collaboration with staff to promote progressing from pre to post-16 learning and help students overcome barriers to learning.

### **Main duties will include:**

- To support students and encourage them to have confidence in their own ability to succeed.
- Enable students to become aware of the opportunities available outside of Willingdon Community School.
- To encourage and facilitate mentees' participation in appropriate school activities.
- Support the students' choices of pathways at 16+.
- To support the school's IAG programme by developing and setting up activities within the school and in organising activities with other schools, FE and HE institutions.
- To work with the School Council.
- To develop and/or support any other extracurricular activities across the school in support of the enrichment programme.

### **Specific duties will include:**

- Being a role model.
- Helping students with literacy and numeracy.
- Helping students who need extra support.
- Supervising group activities.
- Helping with outings and sports events.
- Taking extra curricular activities especially sport.

### **Other duties:**

- All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.
- Establish effective working relationships and set a good example through presentation and personal and professional conduct.

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This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. The school reserves the right to change or up-date this job description and/ or the place of work after consultation with the job holder.

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## PERSON SPECIFICATION

**JOB TITLE:** Learning Mentor  
**RESPONSIBLE TO:** SLT member

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by the school to assist in drawing up a shortlist of candidates for interview, and during the interview/selection process. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification in the application form and any supporting statement.

	Essential	Desirable
<b>Job Experience and knowledge</b>	<ul style="list-style-type: none"> <li>▪ Good level of literacy and numeracy to include GCSE or equivalent in English Language and Maths at grade 4 or above</li> <li>▪ Experience of using Information Technology</li> <li>▪ Proficient in the use of Microsoft office</li> <li>▪ An understanding of child protection and its importance within the school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working effectively with young people</li> <li>▪ An understanding of SEN Code of Practice</li> <li>▪ An understanding of the requirements for maintaining the health, safety and security of yourself and others in the learning environment</li> <li>▪ Knowledge of the principles involved in giving advice and guidance to young people, including the place of confidentiality.</li> </ul>
<b>Skills/Abilities&amp; Competencies</b>	<ul style="list-style-type: none"> <li>▪ Ability to work on one's own initiative and as part of a team to reach agreed targets and outcomes for young people.</li> <li>▪ Ability to use language and other communication skills that students can understand and relate to</li> <li>▪ Ability to motivate young people by establishing empathetic and supportive relationships</li> <li>▪ Ability to demonstrate active listening skills</li> <li>▪ Ability to work effectively and supportively as a member of the school team</li> <li>▪ Good interpersonal skills (including oral and written communication</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to consistently and effectively implement agreed behaviour management strategies</li> <li>▪ Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the students to stay on task</li> </ul>

	<p>skills)</p> <ul style="list-style-type: none"> <li>▪ Ability to work within and apply all school policies e.g. behaviour management, child protection, Health &amp; Safety, Equal Opportunities etc</li> <li>• Excellent organisation skills to support students.</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Resilient with the ability to work under pressure</li> <li>▪ Ability to employ sensitivity and diplomacy</li> <li>▪ Self-motivational and ability to use initiative with a proactive approach</li> <li>▪ Willingness to undertake relevant professional development</li> <li>▪ Flexibility, adaptability and willingness to meet the needs and requirements of the role.</li> </ul>	

SIGNATURE OF JOB HOLDER:

DATE:

SIGNATURE OF LINE MANAGER:

DATE: