

**RAMSDEN HALL ACADEMY
JOB DESCRIPTION**

JOB TITLE:	Learning and Engagement Mentor
RESPONSIBLE TO:	Assistant Headteacher–Behaviour & Attendance
GRADE:	Scale 8, Spine Points 25-28, Term Time & Inset Days

Main Purpose

To support pupils who are facing difficulties attending school and needing a more bespoke education because of issues related to social, emotional, personal, behavioural problems or other factors. To support these pupils and families overcome their barriers to learning and fully engage with lessons to become more effective learners and to improve academic and pastoral progress.

Duties and Responsibilities

Teaching and Learning

To work in 1:1 and small groups both out in the community and within school to ensure the following:

- To develop a positive relationship with the young person and family/ carer
- To engage with young person in a neutral setting to start working on Social, emotional, personal and behaviour.
- To work with young person, family and Education provider to support and develop a package to increase active participation to learning.
- Promote consistently high expectations of all pupils and make sure they're making good progress by offering targeted academic and pastoral support
- Identify pupils or groups of pupils who are facing learning difficulties, and put initiatives in place to address the barriers to learning they're experiencing
- Promote and support inclusion for all pupils, including those with special educational needs (SEN), English as an additional language (EAL) or with a physical disability
- Develop individual and group mentoring programmes, creating space for pupils to receive academic and personal support from staff and peers
- Role model good levels of literacy and numeracy, and encourage improvement in these areas among pupils who are struggling
- Develop action plans for pupils facing particular difficulties, and work with staff and parents/carers to put them in place
- Support pupils' successful transition to the next phases of education
- Where appropriate, visit pupils at home to discuss issues and plan next steps

Behaviour and Safeguarding

- Work with parents/carers, pupils and staff to create open discussions about pupils' needs, the school's expectations and what appropriate support looks like
- To be a part of the DDSL team
- Work with pupils to demonstrate and encourage good behaviour in line with the school's behaviour policy
- Support the physical and emotional wellbeing of pupils, encouraging confidence and self-esteem through listening to them, and through individual and group support
- Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety
- Support the attendance and punctuality of all pupils, and work to improve attendance rates where issues are identified, recognising how this links to pupils' wellbeing
- Work collaboratively with appropriate external agencies to support pupils' development and progress
- To support learning within the school day building relationships with pupils and staff. To be agreed as the role develops

Curriculum and Leadership

- Demonstrate enthusiasm for learning and improving skills, and model this to all pupils
- Engage with staff and school leadership to put whole-school strategies in place to support the learning of all pupils
- Liaise with families and develop good relationships with parents/carers, becoming a recognisable and approachable contact within the school
- Network with other learning mentors and local SEND/safeguarding partners to share and promote best practice
- Where appropriate, take part in absence management meetings, and communicate with parents/carers
- Take part in line management within school, and set goals for continuing professional development
- Report to the headteacher and senior leadership team on pupil progress and absence rates
- Maintain accurate and up-to-date records, and prepare written evaluations and reports

Personal Responsibilities

- To carry out the duties and responsibilities of the post, in accordance with PLT's Health and Safety Policy and relevant Health and Safety guidance and legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To participate in performance management, and undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required by the senior management team on any of the school sites.

Performance Management

- Working within the framework and procedures to take part in Performance Management procedures.

Pastoral Support

- Ensuring the maintenance of good behaviour and consistently apply school procedures and policy at all times during the school day.
- Promoting the ethos of the school ensuring that all are treated with justice, equality and respect.

Teaching Responsibilities

- Carrying out duties in line with the latest school teacher terms and conditions of service.
- Demonstrating consistent excellent practice.
- Having high expectations in terms of achievement and behavior.
- Effectively using opportunities for continuing professional development.
- Ensuring that policies and procedures are adhered to including policy and practice concerning safeguarding children.

Data Protection

- To be aware of the PLT's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with the schools' procedures, policy and statutory requirements.

Confidentiality

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the school's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

- The Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, undertake appropriate training and challenge racism and discrimination.
- To contribute to the development, establishment and implementation of clear Equal Opportunities objectives for the service, which promote equity for all service users and members of staff and formulate equality targets and performance measures for both employment and service delivery.
- To promote and monitor development and anti-oppressive services which are ethically, religiously sensitive and recognise issues of disability in accordance with legislation.
- To promote a positive approach to all potential and existing service users and ensure that services under the posts control reflect this approach.

Health and Safety

- Every employee is responsible for their own Health & Safety, as well as that of colleagues and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the Health & Safety of such employees and areas of the work place as fall under your direct control and for complying with legislation relating to such works and contracts within your direct responsibility.

- Ensure that the school environment, school procedures and staff training comply with Health & Safety requirements.

Safeguarding

- The safeguarding and welfare of all students and staff is paramount. All staff must raise any concerns that they have with the designated member of the Leadership Team.
- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a grade C/grade 4 in English and Maths• Full driving licence
Experience	<ul style="list-style-type: none">• Working with children of the relevant age, and managing situations relating to challenging behaviour• Assessing pupils' needs and barriers to learning• Delivering programmes for pupils with challenging behaviour, including one-to-one, small group and whole-class activities• Coaching and advising staff on suitable behaviour interventions• Working closely with families/carers, including carrying out home visits• Working collaboratively with outside agencies and participating in meetings
Skills and knowledge	<ul style="list-style-type: none">• Strong listening skills and proven ability to deal with sensitive situations with integrity• Proven ability to communicate effectively with adults and children, including through written and verbal communication• Proven ability to create good relationships with pupils, staff and parents/carers• A well-developed understanding of strategies to manage and support young people with challenging behaviour in a school environment• Proven ability to tailor interventions to individual pupils• Excellent understanding of safeguarding policies and procedures, and their role in child protection• Proven ability to be flexible to changing workload demands and new challenges• Ability to use IT systems and to conduct analysis and produce reports

Personal qualities	<ul style="list-style-type: none"> • Able to demonstrate Ramsdens Four R's: Respectful, Resilient, able to Reflect and Repair. • Willingness to provide the best possible opportunities for all pupils • Ability to relate to young people and act as a positive role model • Well-developed sense of empathy • Well-developed sense of humour • Organised, proactive and self-motivated • Good time management skills • Commitment to upholding and promoting the ethos and values of the school • Ability to work collaboratively • Ability to work well under pressure and prioritise effectively • Ability to self-evaluate own work and actively seek opportunities for development • Commitment to maintaining confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion
---------------------------	--

Notes:

This job description may be amended at any time in consultation with the post holder.

Last review date: March 2024

Next review date: March 2025

Headteacher/line manager's signature:

.....

Date:

Post holder's signature:

.....

Date: