

Learning Mentor Job Description

Objective for the Post

To support young people to achieve their potential by providing a service which complements existing provision by teachers and pastoral staff at St Joseph's College and helps students overcome barriers to learning.

Professional Values and Practice

The learning mentor should:

- Demonstrate high expectations of students
- Establish and maintain positive relationships with students by actively listening to, identifying and understanding their needs as learners
- Model the standards of behaviour expected of students and adults within the Academy and provide a positive role model for developing effective working relationships
- Use constructive feedback on performance to identify, agree and work towards personal development objectives, including attending relevant training

Duties and Responsibilities

1. To supervise and monitor students in the study area to ensure that it is a quiet, focused and productive place of work. This will include:
 - Sixth Form students in timetabled compulsory study periods
 - Sixth Form students that have missed time as directed by sixth form pastoral leaders
 - Sixth Form students opting to use non-lesson time for private study
2. To provide effective one to one mentoring support for individual students. This will involve:
 - Identifying and recording areas of concern/underperformance for individual students
 - Identifying and recording reasons for underperformance
 - Planning actions to improve performance
 - Liaison with teaching staff
3. To take registers for compulsory study periods and monitor attendance
4. To report students not following the sixth form student agreement to their tutor or the relevant sixth form pastoral leader
5. To direct individual students who have been identified as needing support to subject specific resources during their study periods

6. To work with subject leaders to update and maintain subject specific resources and assessment material available for students in the study area
7. Supervision of sixth form study area until 5.30pm
8. Contact with parents where necessary
9. Attendance at pastoral briefings/meetings and sixth form events

General

The Post holder will;

1. Be a positive influence on the climate and culture of St Joseph's College and show a positive example at all times
2. Support the Catholic ethos of the Academy
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to their line manager
4. Be aware of and support difference and ensure equal opportunities for all
5. Contribute to the overall aims of the Academy
6. Appreciate and support the role of other professionals
7. Attend and participate in relevant meetings as required
8. Participate in training and other learning activities and performance development as required
9. Recognise own strengths and areas of expertise and use these to advise and support others

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.