Ashlyns School: Role Description Support Staff

Title of Post	KS5 Learning Mentor
Grade	H6 + Fringe Allowance
Reporting to	Head of Sixth Form
Date	April 2023
Time/Hours	15 hours per week (term time)

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to:

- support the aims and ethos of the school as defined in the school prospectus
- set a good example in terms of professional dress and appearance, punctuality and attendance
- take responsibility for personal development making full use of the school's professional development opportunities and training
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors
- contribute to the school's priorities by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Duties Specific to the Post Holder

Working with students

- Establish productive working relationships with a range of students in order to support their learning, UCAS applications/next steps
- Mentoring Coordination & mentoring of individuals
- Provide support and structured sessions for subject withdrawal students
- Deliver Resilience Training

Communication/External agencies/Attendance

- Liaise with HoYs on issues and student progress
- Liaise with external agencies such as CAMHS, police, social care, Connexions and outreach workers and family support agencies
- Follow referral advice and building case studies for referral including SRs
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance and supporting home to school community links
- Attendance support – working with the Attendance Officer to establish reasons for mid to long-term absences and work with parents and carers to support and minimise absence where possible

Administration

- Administration of case notes and supporting documentation as necessary including investigations of incidents
- Ensure all student files and contact logs are accurate and up to date in accordance with relevant school policies
- Generation of referral documentation

Tracking and monitoring – inc PP/SEND/Mental Health

- Oversee referral process for interventions
- Administration and tracking of interventions working with Inclusion
- Monitor impact of interventions (support)
- Challenge and ensure interventions are targeted correctly
- Support HoY with tracking students on report and report admin including communication to staff and parents

Safeguarding

- Initial contact for students for whom causes for concern forms are raised, as required by the Safeguarding Team
- Contribute to the safeguarding team fortnightly meetings, staying up-to-date with concerns and keeping abreast of emerging issues
- Support the DSP with investigations
- Contribute to TAF meetings, shadowing HoY, and reviewing actions from the meeting

Person Specification

	Essential	Desirable
Qualifications		
1. A good standard of general education, including a C grade at GCSE (or equivalent) in English and Maths	X	
2. A Level qualifications		X
3. Intermediate ICT training in Microsoft programmes		X
Experience		
4. Experience of a mentoring role in an education context		X
5. Experience of running effective administrative and clerical systems		X
6. Experience of using School Information Management System (SIMS)		X
7. Working with children, young people, parents and families preferably within an education context		X
8. Working as a part of a team, as well as on your own initiative	X	
9. Experience of managing a team		X
Knowledge		
10. Knowledge of school systems and procedures		X
11. Demonstrate an understanding of issues linked to confidentiality and demonstrate high moral standards	X	
Skills		
12. Ability to communicate effectively both orally and in writing	X	
13. Ability to prioritise and meet tight deadlines	X	
14. Excellent attention to detail	X	
15. Excellent telephone manner	X	
16. Ability to use IT systems effectively to produce reports and record information	X	
17. Demonstrate an ability to cope with stressful/conflict situations	X	
18. Demonstrate enthusiasm, tact, diplomacy, warmth, empathy, forward thinking and good organisation	X	
19. The flexibility to adapt to changing workload demands and new school challenges	X	
20. Personal commitment to continuous self-development	X	
Personal Qualities		
21. Good role model	X	
22. Strong interpersonal skills	X	
23. Energetic, creative and enthusiastic	X	
24. Co-operative, flexible and responsible	X	
25. Able to prioritise and work under own initiative	X	
26. Reliable, well organised and committed to high standards	X	
27. Accurate with a good eye for detail	X	
28. Able to maintain confidentiality	X	