

JOB DESCRIPTION

Learning and Behaviour Mentor

Band 5 (Pro Rata)

Purpose of the job:

This post will be primarily assisting students on the school ASPIRE programme. ASPIRE is an innovative programme that provides restorative assistance to students who, for a range of personal reasons, need help to attend school and engage in learning.

The focus of this post is the supervision, support and tutoring of targeted students that are following an alternative curriculum due to additional support needs. The successful candidate will be responsible for supporting students on a 1:1 basis, as well as small group support to students showcasing challenging emotional and behavioural needs. Managing student behaviour inline with the school Behaviour Policy.

The successful candidate will work within a small team to help drive innovation across the school, by providing tailored study programmes to help students overcome learning barriers and achieve their potential.

Principal Accountabilities

- Organise and manage an appropriate learning environment, to support teaching and learning objectives to ensure student progress and development.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to subject teachers where applicable.
- Support the role of parents in students' learning and lead meetings with parents to provide constructive feedback on students' progress to ensure students achieve their best results.
- Use detailed knowledge and specialist skills to support students' learning, establishing productive working relationships, promoting inclusion and working to support students consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure learning outcomes are achieved for all students.
- Understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.
- Contribute to the overall work/aims of the school and, in liaison with the Inclusion Manager, establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of students.
- Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.
- Where applicable Aspire Mentors should manage and maintain positive relationships with identified mentees and their parents or Carers.
- Provide weekly feedback through reports to Inclusion Manager, to include attendance, attitude, achievement and any issues that have arisen.

Scope for Impact

Aspire Mentors in school make a strong contribution to students' learning and achievement. Their knowledge and experience enable them to take overall responsibility for supporting students' learning. Aspire Mentors contribute to students' learning and will have a significant impact on students' achievement.

Job Context:

Aspire Mentors will be expected to work effectively with individual students and small groups and they will contribute to, and need to demonstrate skills in, monitoring, assessment and student management. Aspire Mentors would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have excellent communications skills to be able to inform, persuade, inspire and motivate students and provide feedback to other professionals and parents as required. Aspire Mentors will be expected to carry out any other duties required which is within the scope of this post.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety. The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

PERSON SPECIFICATION

Learning and Behaviour Mentor

We shall be looking for applicants who can fulfil the following criteria:

	Essential	Desirable	Method of assessment
Educational Attainment	<ul style="list-style-type: none"> NVQ 3 or equivalent qualification or experience in relevant discipline 	<ul style="list-style-type: none"> Evidence of further training/development First Aid qualification 	<ul style="list-style-type: none"> Application letter Certificates
Work Experience	<ul style="list-style-type: none"> Experience of working in an educational support role to students Experience of working with or caring for children of a relevant age Is confident working 1 to 1 with students in different environments 	<ul style="list-style-type: none"> Experience of assessing student work Experiencing of delivering GCSE subjects to small cohorts of students Experience of working with Children with Special Needs 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Effective use of ICT to support learning Use of other technology equipment – PC, video, photocopier etc. Understanding of relevant policies/codes of practice and awareness of relevant legislation Able to self-evaluate learning needs and actively seek learning opportunities Excellent numeracy/literacy skills Training in the relevant learning strategies e.g. literacy Current Driving Licence 	<ul style="list-style-type: none"> Understanding of national/foundation stage curriculum and other basic learning programmes/ strategies Understanding of child development and learning 	<ul style="list-style-type: none"> Interview References
Disposition	<ul style="list-style-type: none"> Able to work constructively as part of a team Able to relate well to children and adults Committed to the principals of equality and diversity Flexible approach to work Able to drive/support (part of school transport service) 		<ul style="list-style-type: none"> Interview References
Safeguarding	The post holder will require an enhanced DBS		DBS Check