

ROCHDALE BOROUGH COUNCIL

SCHOOL: Cardinal Langley RC High School (Job Ref: LM/BEHAVIOUR/260623)

JOB DESCRIPTION

Job Title:	Learning Mentor (Behaviour)
Grade:	Grade 6 (SCP) 19-24
Responsible to:	SENDCO > Additional Needs Coordinator
Responsible for:	.
Hours of Duty:	This is a permanent, term-time only, part-time position (32.5 hours per week). It is anticipated that working hours will be 8:00am until 3:30pm Monday to Wednesday, 8:00am until 3:15pm on Thursdays and 8:00am to 2:30pm on Fridays, incorporating 45 minutes' daily unpaid break, but with some flexibility to meet the needs of the school and students (to be discussed at interview).
Any Special Conditions of Service:	<ul style="list-style-type: none">• The Postholder may be required to attend evening and weekend meetings• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.• Annual Leave – Term Time Only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	Approach the job at all times using the Rochdale values: <ul style="list-style-type: none">➤ Proud➤ Passionate➤ Pioneering and Open Be aware of and apply the Rochdale Values and Behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisation Chart:

PURPOSE AND OBJECTIVES OF THE JOB

1. To mentor one or a small group of pupils who require additional support to overcome barriers to learning, including pupil wellbeing within the school, addressing the mental and physical needs of pupils.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health and Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

Relationships (Internal and External)

- Internal:
1. School staff.
 2. Senior managers.
 3. Governors.
 4. Volunteers.
 5. Pupils.
 6. Users of the school.

- External:
1. Parents/carers.
 2. Staff in other schools and within the LA.
 3. Suppliers of equipment and services.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

1. To liaise with teaching staff in either primary or secondary settings to assess and provide particular support to targeted pupils to raise achievement and attendance and enable them to overcome barriers to learning.
2. To work on a 1:1 basis with targeted pupils to implement an action plan.
3. To undertake home visits as necessary to work with pupils and their parents/carers to secure positive family support and address poor performance/attendance/behaviour.
4. To work with the Unit Leaders/Year Managers and senior staff responsible for pastoral care, in order to support the behaviour and attitudes of pupils.
5. To deliver strategies aimed at modifying the behaviour and attitudes of challenging students.
6. To deliver social and emotional sessions for targeted pupils.
7. To maintain records of work with individual pupils.
8. To work alongside vulnerable pupils within the classroom as required.
9. Assist in the planning and running of homework clubs for vulnerable pupils at lunch time and at the start or end of the school day.
10. Assist in the planning and running of out of hours sessions, including during school holidays eg. Completion of course work, development of study skills and revision programmes.
11. To act as an advocate for individual pupils.
12. To support the development of Pastoral Support Plans for individual pupils, including liaison with other agencies as appropriate.
13. To track and monitor the behaviour of specific pupils.
14. To support with restorative justice process

SECONDARY DUTIES

1. To make a positive contribution to the school, supporting and promoting its ethos, aims and the development/improvement plan.

2. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (in line with relevant policies).
3. To promote equality and diversity.
4. To participate in training and other learning activities and performance development as required.
5. To attend relevant meetings as required.
6. To appreciate and support the role of other professionals.
7. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____