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| **Job Description** | | |
| **Role Title** | **Typically reports to** | |
| Care Guidance and Support Officer/Lead Learning Mentor | Headteacher or designated member of staff | |
| **JE Code** | **Grade** | **Date of profile** |
| A3788 | 7 | 02/02/22 |
| **Purpose of the role (job statement)** | | |
| To provide a complementary service to existing teachers and pastoral staff in the school: addressing the needs of children who need help to overcome barriers to learning both inside and outside the school in order to achieve their full potential. | | |
| **Main Duties:-** | | |
| * To devise and implement a behaviour improvement plan to complement and support existing school behaviour policy, * To monitor, evaluate and report on this plan * To identify pupils who would benefit most from behaviour support programmes and working in consultation with others design and implement an appropriate intervention plan * To develop mentoring relationships with pupils needing particular support aimed at achieving goals/targets defined in the intervention plan * To have knowledge and appreciation of the range of activities, organisations, services and individuals that can provide additional support for pupils and arrange links with these as appropriate * To maintain contact with parents/carers of pupils in need of and/or receiving additional support, to keep them informed of the pupils' needs and progress and to secure positive family support and relationships * To work collaboratively with the SENCO and all staff as appropriate to ensure the needs of identified pupils are being met * To develop and use appropriate methods of record keeping which monitor progress of identified pupils * To develop and maintain effective information transfer systems within and outside of the school * To manage and share information as appropriate with a range of external agencies * To be nominated as Designated Safeguarding Lead with, and in the absence of, the headteacher. * To record and monitor child protection issues and information. * To attend all relevant conferences and meetings relating to child protection and write and present reports as appropriate. * To assist families with referrals and contact with appropriate support agencies * To be responsible for the administration of school First Day Response programme * To track and monitor attendance - with responsibility for First call * To liaise with parents/carers regarding attendance issues. * To liaise with and report to Education Welfare Officer. * Line Management/supervision of staff as required * To identify and undertake appropriate training and professional development. * To participate in School Performance Management procedures * To be aware of and comply with all school policies and procedures * To undertake further duties in agreement with headteacher commensurate with the grading and nature of the post | | |
| **Responsibilities:-** | | |
| * 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 * be aware of and support difference and ensure equal opportunities for all * contribute to the overall ethos/work/aims of the school * appreciate and support the role of other professionals * attend and participate in relevant meetings, as required * participate in training and other learning activities and * performance development, as required. | | |

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| **Person Specification – Lead Learning Mentor** | | | |
| **Area** | **Criteria**  **Requirement - E = Essential - D= Desirable**  **Assessment by Application =A Interview process = I** | **R** | **A** |
| **Skills**  **Knowledge**  **Aptitudes** | * Ability to plan and deliver appropriate learning opportunities * Ability to coordinate provision with other learning mentors * The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds * The ability to work effectively with, and command the confidence of, teaching staff and senior management * Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-school and external advice and expertise of, where necessary * A proven track record in working with young people and the ability to see a child’s needs in the round * A desire to do something worthwhile for young people, to understand their needs and to gain insights into how they think * Knowledge of, and ability to work effectively and network with, a wide range of supporting services in both the public and private sectors: and the ability to draw on a wide range of support, information, opportunities and guidance * Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers * Ability to see the mentoring role as a long-term activity designed to achieve the goals in the Learning Action Plan and not a quick fix/troubleshooting role * Ability to engage in joint goal setting with the individual child as part of the learning action planning process * Have time and energy to put into the relationship * Be up to date with current ‘know-how’ * Competence in the skills of networking, counselling, facilitating and developing others * A willingness and ability to learn and see potential benefits * Experience and/or the ability to line manage/supervise key staff | E  E  E  E  E  E  E  E  E  E  E  E  E  E  D | AI  AI  A  A I  AI  AI  AI  AI  AI  AI  AI  AI  AI  AI  AI |
| **Qualifications and Training** | * Current national qualification at level 4, or degree in relevant discipline – excellent numeracy/literacy skills. | E | A |
| **Experience** | * Evidence of successful experience of working with, or caring for, children of relevant age | E | A I |
| **Disposition** | * Able to work on own initiative and as part of a team with minimal supervision. * A friendly, positive and flexible approach. | E  E | I  A I |
| **Conditions of Service** | | | |
| National Joint Council | | | |

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| **Signature of post holder** |  | **Date** | **/ /** |
| **Signature of headteacher** |  | **Date** | **/ /** |

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.