



TITLE OF JOB : **LEARNING MENTOR**
LOCATION : **HAYWOOD GROVE SCHOOL**
GRADE : **H4-H6** (in the first instance according to experience)

JOB OUTLINE

REASON JOB EXISTS

All children at Haywood Grove School experience social, emotional and mental health difficulties and often may need additional support in order to achieve their potential. These difficulties might include anxiety, ADHD, experiences of abuse, grief, family breakdown, domestic violence and trauma.

The role of support staff exists to complement the work of all school staff in addressing the needs of children who require help to overcome barriers to learning both inside and outside of the classroom environment.

DUTIES

- To work with and support identified children between the ages of 4 and 11 on an individual or small group basis, both in and outside of the classroom (including, where appropriate, the home or local community) on a 38 week basis (52 weeks may be available if needed at the time).
- To work in collaboration with teachers and senior leaders to improve and extend provision within the curriculum and outside of school hours.
- To participate in the assessment of children who need extra help to overcome barriers to learning they experience from inside and outside school. This may include, from time to time, children attending Haywood Grove School or children in mainstream schools who have requested outreach support.
- To maintain regular contact with families/carers of children in need of extra support, to keep them informed of the child's needs and progress, and to secure positive family support and involvement.
- To provide support to pupils who may be at risk of exclusion and those who may need a very bespoke curriculum.
- To participate in detailed monitoring and the recording of progress, including the preparation of paperwork for meetings and reviews pertinent to individual children.
- To be involved in the sharing of relevant information and relevant liaison between local agencies and schools to provide a means for smooth and effective communication.
- To attend relevant courses and staff training.
- To organise and run after-school clubs three times a week for identified individual or small groups of children.
- To support transition from the primary phase to the next and provide continuity of support on an identified basis.
- To adhere to and promote the ethos of the school.
- To set an example of personal integrity and professionalism.
- To attend appropriate staff meetings/parent consultations etc
- To carry out any other duties commensurate with the grade and nature of the post, including mentoring sessions over holiday periods (52 weeks) as appropriate.

WORKING CONDITIONS

- Learning Mentors will be expected to work at Haywood Grove School, in the local community, in the family home (if appropriate) and from time to time, at other mainstream and special schools within Hertfordshire (in relation to transition and outreach work).
- Travel time will be incorporated into working hours and reimbursement of costs will be provided.

EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality; and report all concerns to an appropriate person.

DISCLOSURE AND BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the performance management process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practice.

SUPERVISION

The jobholder is managed by the Parent Liaison Officer. The frequency of meetings is determined by the school's performance management policies and practice.

CONTACTS

The jobholder works directly with teachers and children and has routine and regular contact with parents and carers and with professionals from other schools and external agencies.

KNOWLEDGE, EXPERIENCE AND TRAINING

- Ability to work on own initiative
- Ability to work as part of a team, within the ethos of Haywood Grove School
- Competence in the use of ICT
- Knowledge, experience and training associated with working with children with social, emotional and mental health difficulties.
- Willingness to be trained to advanced level in Herts Steps.