

Post: Pastoral Lead Learning Mentor
Pay Range: Band 6
Report to: Assistant Head Teacher: Academic and Pastoral Provision

Purpose of the role (job Statement)

Under an agreed system of supervision, take a lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.

Main Duties

Leading Learning

- To foster a climate of high expectation among staff and pupils
- To work closely with the Director of School, Learning and Achievement Manager and outside agencies to develop and implement strategies to improve attendance and behaviour and to monitor and evaluate the effectiveness of those strategies
- To work closely with the Director of School and Learning and Achievement Manager to ensure that students in the cohort are offered appropriate academic, social and emotional guidance, coaching and mentoring, in order to achieve expected outcomes.
- To work closely with the Director of School and Learning and Achievement Manager to coordinate procedures for recording and reporting on the progress, behaviour and attainment of students in the cohort.
- To have responsibility with the Learning and Achievement Manager for coordinating recording and communicating the results of whole-school half-termly assessments.
- To ensure that whole School policies, including those related to Special Educational Needs are carried out.
- To reinforce targets as set within the School Improvement Plan and develop, implement and monitor within the cohort, strategies to meet those targets.
- To use behaviour monitoring data to monitor individual and cohort performance.

Leading Staff

- To liaise with relevant support staff and multi-agencies to ensure that the individual needs of pupils are met eg Education Welfare Service.
- To oversee the Welfare of students in a particular cohort.
- To attend case conferences about individual pupils and lead the TAF process as appropriate.
- To support new and newly qualified staff with Welfare responsibilities.
- Identification and provision of Welfare training needs.
- To assist the Assistant Head Teacher: Academic and Pastoral Provision in arranging parent/carer evenings.
- attend to pupils' personal needs and to provide advice to assist in their social, health and hygiene development.
- undertake comprehensive assessments of pupils to determine those in need of particular help.
- assist the teacher with the development and implementation of individual education/behaviour/support/mentoring plans.
- take a lead role in the provision of support for pupils.
- establish productive working relationships with pupils, acting as a role model.
- engage with hard to reach pupils in outreach work
- arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
- take a lead role in managing the speedy/effective transfer of pupils across phases/integration of those who have been absent.

- provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
- challenge and motivate pupils, promote and reinforce self-esteem.
- provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

Leading Student Provision and Development

- To supply relevant data for statistical returns.
- To maintain overview of duty teams in relevant areas of the building.
- To maintain effective pastoral records on all pupils within a particular cohort.
- To organise, coordinate and lead assemblies as required.
- To organise and lead relevant alternative curriculum initiatives as appropriate.
- To coordinate Student Voice representation within a particular cohort as required.
- To accept appropriate responsibility for Health and Safety procedures.

Leading Student Engagement

- To maintain an orderly environment and acceptable standard of student behaviour in the cohort, throughout the school and Community as appropriate
- To work with individual pupils on matters of discipline and behaviour.
- In consultation with the Director of School and Learning and Achievement Manager, dealing with issues connected with bullying/racism/equal opportunities according to LA/School policy and ensuring that those are reported and that appropriate remedial action is taken..
- Responding to the local committees, enquiries and problems as required (Shopkeepers, Bus Companies, individuals etc.).
- Liaison with parent/carer over a range of issues regarding pupil welfare, progress and discipline.

Line Management (Where Appropriate)

- line manage Learning Support Assistants
- represent teaching assistants at teaching staff/management/other appropriate meetings.

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.
- to undertake other duties and responsibilities as required commensurate with the grade of the post.

This job description outlines the key tasks and responsibilities required. It is not exhaustive and may change or alter as necessary. The post holder will be consulted on any additional changes in advance.

Qualifications and Training	<ul style="list-style-type: none"> • Current NVQ level 2 in English and Maths or equivalent and willingness to work towards NVQ level 4 or degree equivalent in relevant discipline/job role 	E	A
	<ul style="list-style-type: none"> • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience. 	E	A
	<ul style="list-style-type: none"> • Training in relevant learning strategies e.g. literacy. 	D	A
	<ul style="list-style-type: none"> • Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT 	D	A
Experience	<ul style="list-style-type: none"> • Experience working with children of relevant age 	E	AI
	<ul style="list-style-type: none"> • Experience of working with pupils with additional needs 	E	AI
Disposition	<ul style="list-style-type: none"> • Able to work on own initiative and as part of a team with minimal supervision. 	E	AI
	<ul style="list-style-type: none"> • A friendly, positive and flexible approach 	E	AI

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.