

## Milton Keynes City Council – Role Profile

Role Title:	<b>Learning Mentor L1</b>
Service Group:	<b>Children and Families</b>
Accountable to:	<b>Head Teacher</b>
JE Ref:	<b>JE0787</b>
Grade:	<b>E</b>

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### Purpose of job

To mentor one or a small group of pupils who require additional support to overcome barriers to learning under the guidance of the teacher/senior staff.

### Key Objectives

1	Liase with teaching staff to provide particular support to targeted pupils to raise achievement and attendance.
2	Provide input into the identification of needs, assessing those pupils needing extra support and the development of individual action plans for targeted pupils.
3	Work in a one-to-one relationship with targeted pupils to implement an action plan.
4	Assist in maintaining contact with pupils' families/carers to inform them of progress and issues.
5	Provide extra support to pupils through knowledge of a range of activities and opportunities available to them.
6	Collate information and maintain records of pupil achievement and attendance.
7	Support the transition of pupils between phases.

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

### Scope

- May be required to participate in home visits to support pupils and discuss issues and progress.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.

### **Work Profile**

- No formal supervisory responsibility.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- 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.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

### **Other information**

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

**SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT** - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

**All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

## Person Specification

Skills and Knowledge		Level		Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>	<b>A</b> Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>	<b>I</b> Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>	<b>T</b> Testing <b>R</b> Reference
<b>Qualifications</b>	NVQ3 Teaching Assistant qualification or equivalent		X	
<b>Skills / Experience</b>	Significant experience of working with individuals and small groups to encourage participation and engagement in education		X	
	Working directly with pupils in a school setting		X	
Competencies		Level		Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>	<b>A</b> Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>	<b>I</b> Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>	<b>T</b> Testing <b>R</b> Reference
<b>Planning and organising work</b>	Ability to work flexibly with others to maximise effectiveness of pupil interventions		X	<b>I, R</b>
<b>Planning capacity and resources</b>	Securing and deploying school resources in the provision of pupil support		X	<b>I, R</b>
<b>Influencing and interpersonal skills</b>	Engaging with pupils to understand their needs and assisting them to fully participate in overcoming barriers to learning		X	<b>I, R</b>
	Developing meaningful relationships with families and other support groups to help focus on the needs of pupils		X	<b>I, R</b>
<b>Using initiative</b>	Ability to adapt to changing circumstances quickly and appropriately, using novel approaches were indicated		X	<b>I, R</b>

<b>Working independently</b>	Dealing confidently with situations when working alone		X		I, R
<b>Managing people</b>	Understanding the needs and priorities of others in co-operative working	X			I, R
<b>Managing resources</b>	Maintaining equipment		X		I, R
	Maintaining accurate and highly confidential records		X		I, R
<b>Managing risk</b>	Full awareness of safeguarding and child protection issues, procedures and codes of practice	X			I, R
<b>Managing oneself</b>	Awareness of opportunities for self-improvement at all times	X			I, R