

Fox Federation



Fox
Primary
School



Ashburnham
Primary
School



Avonmore
Primary
School



Avondale Park
Primary
School



St Anne's &
Avondale Park
Nursery School

Fox Primary School Learning Mentor Job Description

Post:	Learning Mentor
Scale:	RBKC Range E (S01) Spine Point 23-25 Actual salary based on 36 hours term time only: £33,528-34,593
Responsible to :	Head of School

Fox School is looking to appoint an exceptional person to be a Learning Mentor to start in September 2025. You will be part of a passionate and professional team dedicated to ensuring that children receive excellent pastoral and learning support and the best possible care in a vibrant and purposeful environment.

Fox School is part of the Fox Federation which is a passionate community of four schools and a Nursery working collaboratively with other local community schools. All schools ensure equal access to consistent, excellent education for all pupils.

Our schools are nurturing places to work, committed to innovation and have high academic standards. Staff who join our team are supported to grow and develop outstanding practice through exceptional CPD and support from a warm, passionate team of dedicated professionals

Main purpose

- To develop and maintain effective and supportive mentoring relationships with children, young people and those engaged with them
- To provide a complementary service throughout the school that enhances existing provision in order to support learning, participation and encourage social inclusion
- Work within an extended range of networks and partnerships to broker well-being support and learning opportunities and improve the quality of services to children and young people
- To deliver support to children enabling them to access learning and maximise their chances academically, socially and morally
- To support the DSL and Deputy DSL with safeguarding policy and practices

Key responsibilities

Develop Supportive Mentoring Relationships

- To assess underlying reasons for disengagement and compile a comprehensive profile that takes into account social, emotional and educational needs
- To contribute to the comprehensive assessment of children entering or returning to school and the review of their progress and achievements

- To support learning and personal development through one to one mentoring and other supportive relationships
- To plan individual and group mentoring programmes which provide a range of strategies that will motivate, challenge and empower further learning and will help children and young people to make positive changes
- To develop, agree and implement a time bound action plan with groups and individual children and those involved with them based on a comprehensive assessment strengths and needs and to maintain accurate records of work for each identified pupil
- Support children to manage transitions in their lives
- Respond to the needs of children and young people who have experienced trauma
- To assist staff in identifying children showing early signs of disengagement and those who would benefit from mentoring help to overcome barriers to learning.

Supporting learning, participation and social inclusion

- Promote inclusion, equality, participation and the rights of children and young people and participate in decisions that affect their lives.
- To support children's successful transfer between educational establishments and at key stages in their learning. Ensure good liaison with relevant schools. Support new and mid-term entrants.
- To develop additional and alternative interventions and activities that builds self-esteem and encourages learning and social participation
- Contribute to processes and procedures for improving attendance and punctuality

Working in Partnerships

- Ensure your role is clearly understood by staff, parents and relevant agencies and produce materials to support their understanding
- To liaise closely with the staff in school to ensure they understand and support the strategies being used by the Learning Mentor to develop children's skills for engaging in learning and positive behaviours.
- To develop and maintain appropriate contact with the families and carers of children who have identified needs and to keep them informed about the children's needs and progress, and to secure positive family support
- Enable parents to develop ways of handling relationships and behaviour that contribute to everyday life with children
- To contribute to the safeguarding and protection of children from abuse
- Liaise with the established systems within the school in order to facilitate access to specialist support services for children with barriers to learning
- To negotiate, establish and maintain effective working partnerships with other agencies and individuals in order to address needs and help remove barriers to learning for children and young people
- Act as point of contact for accessing a range of community-based programmes and specialist support
- Provide regular feedback to relevant staff, professionals and parents. As directed, provide clear evidence and reports to inform common assessment framework and child protection cases

Maintaining Professional Competencies

- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them
- Ensure own professional competence remains sufficient to provide effective support by seeking support for your practice and development. Keep informed of relevant legislation
- To attend training and professional development sessions, including the national induction programmes. Contribute to the identification and sharing of good practice between individuals to enhance mentoring provision
- To meet regularly with the designated line manager to discuss case load of identified pupils and other Learning Mentor activities, make use of advice and supervision to develop competencies.

Supporting the School

- Maintain confidentiality of information in line with the policies and procedures of your organisation
- Complete the administrative duties relevant to the role of learning mentor, including planning, record keeping and reports
- To undertake other duties, appropriate to the post, as may be required from time to time
- To work within and encourage the school's Equal Opportunity Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- Comply with School's Health and Safety Policy, Safeguarding and Behaviour Policies
- Maintain personal security and safety, and be alert to the security of others

Personal Specification

Essential knowledge, experience and skills

- **Qualifications**- Maths and English GCSE or equivalent (grade C and above or 5 and above)
- **Experience** -Minimum of 2 years of experience working with children in schools
- Practice Strong understanding of evidence-based practices and strategies for teaching students with behaviour and learning difficulties
- **Values**- a career which evidences shared values with Fox Federation and a commitment to personal learning and development.
- Commitment to excellence and the maximising of academic and personal achievement for all pupils.
- **Equality** - an ability to ensure that each child's identity is respected, maintained and enhanced and that stereotypes are challenged in a sensitive way.
- **Partnership** – respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process.

- **Communication**- the proven ability to communicate clearly both orally and in writing with pupils, parents and colleagues.
- **Collaboration**- ability to be an active team-member, maintain good relations with colleagues and get the best out of others.

The schools and the local authorities are committed to safeguarding and promoting the welfare of children and young people and expect to share this commitment. An enhanced Disclosure Barring Check Certificate is required for this post prior to commencement.

Please be advised that we will conduct an online search on all shortlisted candidates as part of our due diligence checks in the recruitment process. For an application pack please contact Michelle.Foster@foxprimary.co.uk

Deadline for submission of applications is Tuesday 9th July 2024, 9am

Interviews will take place at Fox Primary School on Thursday 11th July 2024.