



# Job description

<b>JOB TITLE:</b>	Key Stage 5 Learning Mentor and Academic Support Worker
<b>SALARY CODE:</b>	Clapton Support Staff Range, Scale 6, Points 18 - 22 (Pro Rata)
<b>RESPONSIBLE TO:</b>	Director of Sixth Form
<b>HOURS OF WORK:</b>	<p>This post is term time only (195 days) plus a further 72 hours that are flexible (equivalent to 10 days).</p> <p>For the 195 term time days you will be expected to work the following hours:</p> <ul style="list-style-type: none"><li>Monday – Thursday: 8:30am- 4:15pm</li><li>Friday: 8:30am- 4:00pm</li></ul> <p>These timings include a 30 minute lunch break and a normal 36 hour week. These hours may be reviewed in consultation with you. The remaining 72 hours of work will be agreed once the needs of the academic year are known.</p>

## POST RESPONSIBILITIES

- To work closely with relevant staff to identify and address needs of students requiring help to overcome barriers to learning, including but not limited to behaviour, attendance, punctuality and emotional support.
- To develop one to one mentoring relationships with identified students.
- To plan, deliver and evaluate 1:1, group sessions, mediation and workshops with identified students as required.
- To track and monitor identified students and maintain accurate records and reports on measuring the impact of intervention, including CP students.
- To liaise with external agencies to ensure effective wellbeing and intervention support is delivered to identified students or families.
- To plan, deliver and evaluate enrichment lessons and activities.
- To deliver assemblies as directed.
- To support Heads of Progress with the planning and delivery of a range of programmes and activities, including but not limited to More Able, PiXL6, and academic literacy.
- To support students with bursary applications and monitor weekly bursary payments to eligible students.
- To support the work of targeted students by managing the Sixth Form study rooms and spaces.
- To promote the Sixth Form and support the recruitment process into Year 12 for internal and external students.
- To establish and maintain contact with families of students in need of additional support.
- To ensure accurate records in relation to individual casework are maintained and appropriate reports are written to evidence impact.
- To monitor the attendance of vulnerable students and persistent absentees.
- To produce correspondence to parents/ carers to raise concerns relating to attendance and punctuality.
- To attend Parents' Evenings and Key Information Meetings.
- To network with other learning mentors and share best practice.
- To act as a qualified First Aider and attend relevant training.



Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review (following the first annual cycle) at the direction of the Academy Business Leader.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

### ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



# Person specification – Key Stage 5 Learning Mentor and Academic Support Worker

## QUALIFICATIONS

	ESSENTIAL	DESIRABLE
5+ GCSE's A*- B, including English and Maths	✓	
Degree or equivalent in relevant subject	✓	
Further relevant qualification/ willingness to obtain or enhance qualifications and training for the post	✓	

## EXPERIENCE

	ESSENTIAL	DESIRABLE
Experience of working within an educational environment or with young people	✓	
Experience of supporting students with Special Educational Needs (SEN)		✓
Proven track record of successfully supporting young people to engage with learning	✓	
Experience of working with young people with challenging behaviour	✓	
Experience of running targeted small group work, workshops or intervention with young people		✓
Experience of recording, tracking and monitoring the impact of interventions		✓
Experience of working with students/ families to set short term goals for individual students and supporting students in achieving these	✓	
A background in Health, Social Care or Youth Work or experience of working with young people, parents and or families		✓

## KNOWLEDGE AND SKILLS

	ESSENTIAL	DESIRABLE
Excellent English, Maths and IT skills	✓	
Excellent interpersonal skills	✓	
Good administrative and organisational skills	✓	
Ability to prioritise workload and work to given deadlines	✓	
Knowledge of the range of support/agencies available for students	✓	
Knowledge of KS5	✓	
Ability to work independently and as an effective team member.	✓	
Knowledge of the principles and strategies involved in giving advice and guidance to young people, including the place of confidentiality and sharing information	✓	

## PERSONAL QUALITIES AND ATTRIBUTES

	ESSENTIAL	DESIRABLE
Proven tact and diplomacy when dealing with adults and young people.	✓	
Reliable, honest and trustworthy.	✓	
Able to remain calm and cope with the unexpected.	✓	
Committed to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping.	✓	



A 'can do' attitude.	✓	
Energy, enthusiasm and commitment.	✓	
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to inclusion	✓	
Willing to work flexible hours	✓	
Willing to visit students' homes to build effective working relationships with hard to reach families	✓	