



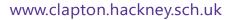
Challenge, Wellbeing, Teamwork

Job description

JOB TITLE:	Key Stage 5 Learning Mentor and Academic Support Worker
SALARY CODE:	Clapton Support Staff Range, Scale 6, Points 18 - 22 (Pro Rata)
RESPONSIBLE TO:	Director of Sixth Form
HOURS OF WORK:	 This post is term time only (195 days) plus a further 72 hours that are flexible (equivalent to 10 days). For the 195 term time days you will be expected to work the following hours: Monday – Thursday: 8:30am- 4:15pm Friday: 8:30am- 4:00pm 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.

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.









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

KNOWLEDGE AND SKILLS

ESSENTIAL DESIRABLE

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

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







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

