



Job Title:	Learning Support Mentor
Salary:	£19,000 - £21,000
Location:	Greater Manchester
Hours of Work:	08:15am-16:00pm Monday - Friday. Term Time
Line Manager:	Deputy Headteacher
How to apply:	Request an application pack from: recruitment@firststepstogether.uk
Contact Details:	0330 118 0974

Job Overview

Attention all experienced and dedicated educational professionals! An opportunity has arisen for a talented and driven Learning Mentor to join our thriving educational organisation. This is a chance to join a team of dedicated and passionate professionals and make a real difference in the lives of our pupils.

Overall Responsibilities:

Under the direction of the SLT, Deputy Head, or a teacher, assists with the care and welfare of the pupils within the school. Duties will include assisting the teacher in the delivery of the curriculum and work may be conducted in the classroom or outside of the main teaching area.

Support the pupil by:

- Undertaking activities with either individuals or groups of young people to ensure their safety and facilitate their physical, emotional, educational, social, and cultural development.
- Conducting pre-determined educational activities and programmes of learning whilst promoting independent learning.
- Working to establish a supportive relationship with the young people and attached care home and interact with them accordingly.
- Setting challenging and demanding expectations and promoting self-esteem, independence, and resilience of young people.
- Encouraging acceptance and inclusion of all young people irrespective of their special needs and use appropriate skills to undertake necessary activities.
- Providing feedback to the young people in relation to progress and achievement under the guidance of the teacher.
- Undertaking structured and agreed learning activities/teaching programmes, adjusting according to pupil responses.

- Undertaking programmes linked to learning strategies e.g., literacy, numeracy, recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use.
- Preparing, maintaining, and using equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.

Support the teacher by: -

- Monitoring the needs of individual pupils and reporting these to their designated supervisor as appropriate.
- Assisting teaching staff in the planning and delivering of work programmes for individuals and groups of young people. These programmes may be delivered in a supervised or unsupervised capacity.
- Assisting the teaching staff in the smooth transition of educational phases.
- Creating and maintaining a purposeful, orderly, and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals and contribute to raising achievement.
- Assist with the planning of learning activities/lessons.
- Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed.
- Providing detailed and regular feedback to the teacher on pupils' achievement, progress, difficulties etc.
- Promoting high standards of pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Break down barriers to learning and engage pupils to reintegrate back into the classroom.
- Administering routine tests and undertaking routine marking of pupils' work.

Support the Schools by:

- Attending staff meetings and school INSET days.
- Being aware of policies and procedures.
- Being aware of confidential issues linked to the post.
- Attending relevant meetings as required.
- Participating in training or other learning activities and performance development as required.
- Undertaking assigned training.
- Assisting with the supervision of young people out of lesson times, when required including before and after school and at lunchtimes.
- Accompanying teaching staff and young people on visits, trips and out of school activities as required.
- Safeguarding and promoting the welfare of young people for whom you have responsibility or meet, to include adhering to all specified procedures.
- First Steps Together is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.
- Undertaking any relevant duties commensurate with the grading of the post which may, from time to time, be required by the Deputy Head.
- To undertake other duties commensurate with the post to ensure the smooth operation of the responsibilities of the team.

Safeguarding

Here at First Steps Together, we are committed to safeguarding the welfare of children and young people and promoting that commitment. We expect all our staff and volunteers to share in it, too, which is why – as part of the selection process – we will conduct all the necessary checks to ensure you do not pose any risk of harm in your role here.

Join us and you will be expected to actively contribute to our safeguarding commitment and promote child welfare in line with the school's Child Protection Policy. If ever there is a concern or issue, you will be ready to report it to your Designated Safeguarding Lead or, in their absence, any Deputy Safeguarding Lead.

Review

The nature of this role means that this job description will be subject to an annual review with the potential for amendment or modification at any time after consultation directly with you. It by no means acts as a comprehensive statement of procedures and is just a way of setting out all the main expectations we will have of you, here in the role as you deliver an impassioned and genuinely caring experience to our young people.

Person Specification for the post of: **Mentor**

	Essential	Desirable
Experience	Experience of working with children	Additional specialist qualification in Education Relevant NVQ2 or equivalent
Education / Training / Qualifications (Number type and level)	At least one year's experience working with children. A sound level of understanding in both English & Math's	Experience either as a Teaching and Learning Assistant and/or as a classroom assistant or in a care setting
Specialist Knowledge	Up to date knowledge and understanding of the practices and procedures relating to the welfare, safety, and education of children	Knowledge of administrative procedures
Skills - Disposition	Able to identify and work towards specific goals with children and colleagues Able to maintain good relationships with children and adults. Able to work as part of a team and be flexible. Able to motivate and encourage children to develop to their full potential	ICT Skills First Aid qualification Able to prioritise tasks and act on own initiative
Working Arrangements / Physical Requirements	Occasional attendance at meetings outside of normal school hours Emotionally resilient Good level of physical fitness	