

# JOB DESCRIPTION AND PERSONAL SPECIFICATION

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

## Job details

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Job title: Family Liaison and Learning Mentor

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Directorate: Viridis Schools

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Reporting to: Headteacher

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Grade: Scale 5

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## Job description

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Purpose of the post:

- To provide a complementary service to existing teachers and associate staff, addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential.
- To facilitate the educational partnership between home, school, wider school community and other agencies, through support, liaison and negotiation.

Main duties and responsibilities :

### **Family, Community, and Multi Agency Liaison**

- To work directly with children and their families in the school community in order to promote, strengthen and develop relationships.
- Maintain regular contact with families / carers of children in need of extra support, to keep them informed of the child's needs and progress and to secure positive family support and involvement.
- To help develop and sustain collaborative links with relevant agencies, practitioners and parents in order to support children and their families.
- Be the single point of contact for accessing a range of community and specialist support services such as Children's Social Care and the School Attendance Officer.
- Be responsible for developing pastoral programmes for children to take place out of school hours when required, including weekend residential programmes.
- Develop projects for parents including clubs and workshops.

### **Support for Children:**

- To support the learning of identified groups and individuals both within and outside of the main classroom setting including social skills groups and
- Carry out other mentoring activities which address/involve attendance, punctuality, transition, lunchtime, homework, PSHE and healthy schools.

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- Promote the speedy and effective transfer of pupil information from preschool settings, secondary schools, other primary schools and also within school. Ensuring the arrangements for those moving schools or other settings is managed correctly.
  - In conjunction with teaching staff, assist in the comprehensive assessment of all children selected through pupil progress review meetings, to identify what support is necessary to overcome barriers to learning inside and outside school.
  - Take the lead to draw up an action plan for each pupil who needs particular support in order to achieve the goals defined in a personal action plan.
  - To develop a 1:1 mentoring relationship with children who are demonstrating:
    - Falling motivation or confidence
    - Falling punctuality or attendance
    - Deteriorating behaviour
    - Experiencing difficulties with relationships and staff and peers
    - Significant underachievement
  - To take supportive/remedial action in respect of individual absentees, to secure their regular attendance.
  - To work closely with the SENCO, and the class teacher, to ensure that the needs of the more able children and those with special educational needs are met where necessary support is identified.
  - To assist pupils and families, new to the country and the school in understanding the education system, school routines and how best they can support achievement.
  - To attend to pupil's personal needs and provide advice to assist in their social, health and hygiene development.
  - Challenge and motivate pupils, promote and reinforce self-esteem. Facilitate self-evaluation, reflection and autonomy over self for children.
  - Ensure that all pupils have equal access to opportunities to learn and develop.

### **Support for the School:**

- Assist teaching staff and all other staff in the assessment of all children entering or returning to school in order to identify those needing extra help to overcome barriers to learning.
- Work closely with school staff that have a responsibility for special needs, pupils with English as an additional language and the teacher for the more able learners to ensure that their needs are met.
- Undertake the development and implementation of mentoring plans.
- Provide objective and accurate feedback reports as required to other staff on pupil's achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Maintain a database of information and provide reports for monitoring and evaluation purposes as required to feed into general school reports.
- Take a lead role in the development and implementation of appropriate behaviour support for identified pupils.
- Report on the implementation of all action plans to the Deputy Headteacher and the Headteacher.
- Draw up individual action plans and review all targeted pupils and ensure that all action plans cohere with other plans produced by staff and other agencies.

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- Actively seek information regarding a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
  - Complete the administrative duties relevant to the role of Learning Mentor.
  - Attend and participate in regular meetings, training and mentoring of other staff in the school as required to share expertise.
  - Make presentations to school governors, Senior Leadership Team, whole staff groups or the change management team.
  - Comply with all the requirements of Health and Safety legislation and LEA policy, taking appropriate action where necessary.
  - Assist with the development of policies and procedures relating to child protection and other LA policies taking appropriate action where necessary.
  - Comply with all the requirements of health and safety legislation.

This is a description of the main duties and responsibilities of the post on the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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#### General

#### Requirements:

- Take part in the school's performance management system.
  - Enhanced DBS Check.
  - Attend governing body meetings on a regular basis as required.
  - Strong commitment to furthering equalities in both service delivery and employment practice.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
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## Person Specification

### Essential

Qualifications	
<b>NVQ 3</b> or equivalent qualification or experience in relevant discipline.	✓
Appropriate first aid training.	✓
Experience	
Experience working with pupils of relevant age (primary school).	✓
Knowledge	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓
Working knowledge of <b>effective teaching and learning</b> and other relevant learning programmes/strategies (including courses, organisations and agencies).	✓
Understanding of issues related to under-achievement and the barriers to learning that some pupils face.	✓
Skills	
Very good numeracy/communication/literacy skills.	✓
Ability to write clear reports including analysis of data.	✓
Effective use of ICT and other specialist equipment/resources.	✓
Ability to plan and prioritise effectively to meet deadlines and targets.	✓
Ability to act on own initiative and be well organised.	✓
Ability to communicate effectively with pupils, adults, families and colleagues.	✓
Ability to work constructively as part of a team and independently understand classroom roles and responsibilities and own position within these.	✓
Ability to develop a school programme for learning mentor work and to collaborate with colleagues in developing an effective pupil support programme.	✓
Ability to facilitate multi-agency working.	✓
Ability to develop effective working partnerships with pupils and their families including the ability to motivate and support by developing a wide range of strategies to meet pupils' needs.	✓
Ability to self-evaluate learning needs and actively seek learning opportunities.	
Display commitment to the protection and safeguarding of children and young people.	✓