

LEARNING MENTOR APPLICATION PACK



**Recruiting for immediate start
Closing date: 29th June 2021**



The Federation of



Southwold
Primary School



Hoxton Garden
Primary School



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Dear Applicant,

Orchard, Southwold and Hoxton Garden have been working in a very successful partnership for over 5 years. We have a joint Governing Body and strong links to our Local Authority, Hackney Education. Each school has its own leadership team who work together with the common aim of giving children the very best. We have very high standards for what can be achieved with the benefits of a shared expertise. Although many of our pupils come from disadvantaged backgrounds or speaking a language other than English, we do not use this as an excuse for under achievement and have the same ambition for all pupils regardless of circumstances. Disadvantaged pupils at our school achieve significantly better than those nationally because of this belief, ambition and hard work.

We are looking to appoint a skilled individual who wants to make a difference to the life opportunities of our children and families and who is able to effectively support our inclusion team.

In particular we are looking for someone who:

- Has previous experience of working in a primary school
- Has high expectations of what can be achieved
- Is passionate about how children learn best and never gives up on them
- Is flexible with a good sense of humour and an understanding of the 'bigger picture'
- Hard working, creative and has a good sense of fun
- Tough enough to cope with the daily challenges that working in fast paced inner city schools can bring
- Is an excellent communicator who is able to earn the trust and respect of others
- Is able to work to their own initiative as well as part of a team
- Puts children and their right to an excellent education first
- Has experience of planning provision for vulnerable children and hard to reach families

We can offer you:

- A genuine opportunity to make a difference
- Opportunities to work across partner school sites
- High quality support and CPD to ensure that you are successful
- An exciting, well organised and vibrant environment in which to work.
- A fantastic community of parents and children who deserve the best
- A supportive and highly experienced leadership team

If you would like to learn more about us and what we do there is more information on our school websites including an outline of our curriculum and our aims in more detail. We would also be delighted to give you a tour and answer any questions that you may have and this can be arranged by calling **Beverley Shore (School Manager) on 020 8806 5201** Alternatively email us at: recruitment@vs.hackney.sch.uk.

Yours sincerely, Rachel Davie (Executive Headteacher)

Why work with us?

We offer an ambitious, exciting place to work, a genuine opportunity to make a difference, a great team of staff and a three school community who deserve the very best. Our staff have access to:

- Opportunities to work across partner school sites
- High quality support and CPD to ensure that you are successful
- An exciting and well organised environment in which to work
- A supportive and highly experienced leadership team



Who are we looking for?

We are looking for a positive, enthusiastic and approachable professional to join our vibrant and diverse Federation. You will need to be able to work flexibly and creatively in a variety of ways to help children overcome their barriers to learning. Candidates must have good literacy and numeracy skills to at least GCSE 'C' or equivalent level, excellent organisational skills and excellent behavioural management skills. Previous experience of the knowledge and skills for the role is essential.

The successful candidate will be involved in a variety of activities including:

- Developing 1:1 and small group mentoring programmes
- After school, breakfast and lunch time clubs
- Family liaison, encouraging parental involvement
- Working collaboratively with external agencies
- Individual learning support within the classroom





HOW TO APPLY

1. Read the job description and person specification carefully.
2. Complete the application form either electronically or print it off and hand write it.
3. Ensure your supporting statement relates to the competencies outlined in the person specification.
4. Email your completed application to Ms Beverley Shore at recruitment@vs.hackney.sch.uk

or send by post:

Recruitment
c/o Southwold Primary School Detmold Road
London E5 9NL



Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to completed an enhanced DBS disclosure.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Should you have any queries or would like to arrange to visit our schools please contact Ms Beverley Shore on: **020 8806 5201** or email her: recruitment@vs.hackney.sch.uk

We look forward to receiving your application!

Closing date: 29th June 2021

Family Liaison and Learning Mentor

JOB DESCRIPTION

Grade: Salary (Scale 5, Point 12 - 15)

Salary Range: £26,544.00 – £ 28,005.00.

Hours of work: 36 Hours per week (term time only)

(pro rata: actual salary range £22,904.00 – £24,165.00)

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

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
- Carry out other mentoring activities which address/involve attendance, punctuality, transition, lunchtime, homework, PSHE and healthy schools.
- 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.
- 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.

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.

Family Liaison / Learning Mentor

Personal Specification

Qualifications (Essential)

NVQ 3 or equivalent qualification or experience in relevant discipline.

Grade 'C' or above in GCSE or equivalent

Appropriate first aid training.

Experience (Essential)

Experience working with pupils of relevant age (primary school).

Knowledge (Essential)

Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.

Working knowledge of **effective teaching and learning** 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 (Essential)

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.