Post title:	**Assistant Learning Mentor**
Salary and grade:	NJC 15 – 20
Line manager/s:	Senior Learning Mentor/Senior Leadership Team

Main purpose of the job:

To positively and actively contribute to whole school improvement, the development of whole school policies and procedures, and the effectiveness of the learning mentor team.

To provide highly-skilled and complex support, including planned interventions, for young people's safety, safeguarding, attendance and engagement, removing all barriers to effective learning in the classroom. This includes partnership working with families and multi-agency professionals.

Key duties and responsibilities

- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Support Learning Mentors with the legal completion of daily and weekly reviews of attendance
- Support Learning Mentors to oversee, risk assess and safeguard any visitors to sites
- Act as first point of contact with the school for parents/carers, visitors and other professionals who may visit school
- Support pupils who require additional support to either access lessons or come in to the building
- Develop constructive relationships and communicate with other agencies and professionals
- Support Learning Mentors and Tutor Teams with transition plans (from date of enrolment) for new students and their induction into school
- Support Learning Mentors and Tutor Teams with transition plans (before leaving date) for students leaving school for their next destination
- Plan, do and review targeted interventions for young people at risk of low attendance
- Plan, do and review targeted interventions for young people identified and assessed as regularly not engaging in learning
- Support SENDCO and tutor with capturing the voice of young people and families in order to inform EHCPs and IEPs
- Support the Senior Leadership team with all systems and processes for meeting young people's medical needs, including IHPs
- Lead small group and individual learning activities when required to do so
- Undertake word-processing and IT based tasks
- Manage administrative procedures
- Represent the Learning Mentor Team at relevant meetings
- Contribute to effective whole school risk assessment and site health and safety routines

- Maintain the confidentiality of all the School's records in relation to staff and pupils, in line with the latest requirements of the Data Protection Act, GDPR and Freedom of information Act
- Contribute to effective marketing and promotion and public relationships of the school
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to Safeguarding and Child Protection Procedures and ensuring that confidentiality is adhered at all times

Other Duties

- Other such reasonable duties as determined and delegated by the Nexus MAT CEO and Senior Leadership Team consistent with the grade of the post and the experience of the Post holder

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	NVQ Level 3 (or equivalent) or evidence of working towards a relevant discipline.	•	
	GCSE (or equivalent) Maths and English at Level 2	•	
	Evidence of further professional training	•	

		Essential	Desirable
Experience	Full working knowledge of relevant polices/ legislation, especially with regard to safeguarding and keeping children safe in education	•	
	Full working knowledge of attendance policy, procedures, systems and implementation with children and families	•	
	A role in transition plans for children and families and staff when students are new to school	•	
	Previous experience within an educational environment, including a role in learning mentor activities	•	
	Previous experience contributing to the maintenance of EHCPs and other plans for students with SEND	•	
	Full working knowledge of Health and Safety	•	
Skills & Thinking Ability	Ability to manage the school's administrative systems	•	
	Awareness of the need to maintain confidentiality	•	
	Ability to liaise with external agencies and professionals	•	
	Ability to persuade, motivate, negotiate and influence	•	
	Ability to work under pressure and manage own time in a very busy and diverse environment	•	
	Proven organisational skills, with a high level of accuracy and attention to detail	•	
	Advance skills to use and manage ICT systems and resources effectively	•	
Personal Effectiveness	Excellent communication skills	•	
	Ability to work as a member of a team	•	
	Ability to respond flexibly and adapt to changing and challenging circumstances	•	
	Ability to operate calmly and effectively	•	
	Ability to demonstrate initiative and self- motivation	•	
	Commitment to a clear and shared vision for an effective organisation	•	
	An ability to positively promote the school to pupils, parents/carers, colleagues and other community groups	•	
	Highly motivated with high expectations, a positive attitude and a good sense of humour	•	
	A high level of personal integrity	•	
	An approachable professional who responds well to and offers constructive advice	•	
General	Flexibility to meet the full range of job requirements	•	
	Ability to drive and have own vehicle	•	
	Ability to travel to a range of meetings and events and sites	•	
	Commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	Understanding of and commitment to equal opportunities	•	