

Learning Engagement Mentor Job Description

JOB TITLE: Learning Engagement Mentor and Nurture Support Worker

SALARY: Grade 6 depending on experience

RESPONSIBLE TO: Assistant Headteacher

MAIN PURPOSE OF THE ROLE

This position is to work under the line management of the Inclusion Leader (AHT) to support pupils experiencing health, social and emotional difficulties, so that pupils can access the curriculum and participate fully in school activities in order to achieve their full potential.

Main Areas of Responsibility:

Inclusion Support:

1. Establishing supportive, caring and secure relationships with children, and to be available to offer individual or group support.
2. To support identified pupils who need a calm start to the day.
3. To support pupils at risk of exclusion or disengagement on a one-to-one basis in the classroom as appropriate.
4. To organise and run a lunchtime programme to support pupils who find these times difficult or emotional.
5. Help pupils to manage and resolve conflict, teaching them a range of strategies and supporting them to apply these strategies with greater independence.
6. To support effective communication between parents, pupils and teachers to ensure that individual needs are met and pupils achieve their full potential.
7. Support vulnerable pupils in joining the school or transferring from primary to secondary school, liaising with pre-schools and secondary schools where appropriate.

Nurture Support:

1. Plan and deliver programmes of support for individuals and small groups.
2. Write succinct session plans and add subsequent evaluative comments.
3. Keep organised and accurate records, meeting deadlines agreed by the line manager.
4. Liaise with teachers and other support assistants about the needs and progress of children receiving support.
5. Share knowledge and ideas from training/supervision sessions with other school staff as appropriate.

6. Meet regularly with line manager to review nurture work and work under the direction of the line manager and/or headteacher.
7. Communicate effectively with parents and carers in-line with school policy.

Service Pupils

1. To support children and families during times of deployment.
2. Coordinate school events to support and celebrate the lives of military pupils across the school.
3. To liaise with key personnel at RAF Brize Norton to support pupils and parents.

Safeguarding:

1. To work within the school's safeguarding policies and procedures at all times.
2. Adhere to the statutory guidance Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children
3. Be responsible for providing a safe environment in which children can learn
4. To report any concerns raised through working with children or families to the Designated Lead for Safeguarding or Deputy Leads.
5. Be prepared to identify children who may benefit from Early Help and liaise with colleagues to secure support for children and families
6. To support, where appropriate, the delivery of actions resulting from any records of concerns or external agency referrals.
7. Share information with relevant colleagues and external professionals in the best interests of the child
8. Undertake appropriate safeguarding training at least annually and specific training as required

Other Responsibilities:

1. To undertake any reasonable tasks, as directed by the Headteacher.

In accordance with the Health and Safety Act at Work take reasonable care for your health and safety and for that of your colleagues and children in your care.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of

themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.