

**HARWICH AND DOVERCOURT HIGH SCHOOL
JOB DESCRIPTION**

Job Title:	Learning Mentor
Job Grade:	Salary Scale 4
Responsible to:	Head of Sixth Form
Hours/Weeks:	37 hours 40 weeks per year. Occasional evening work required (with notice).

JOB PURPOSE:

- To impact successfully on the achievement and progress of students
- To support the Head of Year 11 and Head of Sixth Form in creating a positive community identity and helping establish high standards of achievement, attendance, behaviour and well being
- To promote the school and community with potential new intake and families including induction and transition programmes
- To attend weekly strategy meetings relating to achievement, attendance, behaviour, safeguarding and well-being
- Develop a rapport with underachieving students, to help them succeed in their chosen course of study
- To develop destination pathways and support progress of SEND students
- To liaise regularly with the Designated Safeguarding Lead, Inclusion Manager, SENCo and Educational Welfare Officer on student matters including safeguarding
- To be responsible for the transportation of students to and from affiliate colleges

DUTIES OF THE POST

Student Support

- Work closely with the Head of Year 11 and Head of Sixth Form, Inclusion Manager, SENCo and Educational Welfare Officer to improve achievement, attendance, behaviour and wellbeing of individual students
- Monitor the academic progress of individual students, particularly those with SEND, creating and implementing an action plan that will improve student achievement, attendance, behaviour and wellbeing
- Attend appropriate meetings both inside and outside of school to improve student achievement, attendance, behaviour and wellbeing
- Where appropriate, refer students to other sources of support both inside and outside of school
- Ensure the school behaviour policy is fully implemented with individual students
- Organise and lead student support groups, intervention groups or advice sessions
- Provide individual mentoring support
- Undertake home visits and home/school liaison where appropriate
- Support and investigate safeguarding concerns

Year Team Support

- Provide leadership within the pastoral team that supports the work of the Head of Year 11 and Head of Sixth Form

- Monitor and raise attendance including meeting regularly with the Educational Welfare Officer and Heads of Year.
- Provide leadership and support to the Head of Year during assemblies, tutorial, PSHEE and appropriate meetings.
- To liaise daily with appropriate stakeholders regarding student behaviour and wellbeing
- Deliver KLIC with the Sixth Form
- Support the work of students with Leadership responsibilities
- Provide support to form tutors to help them achieve improved outcomes for individual students
- Ensure full understanding of data relating to students to facilitate agreed action points
- To support the Heads of Year at appropriate evening functions including supporting individual families and their child/children where appropriate
- Support Heads of Year in lunchtime mentoring
- Support Heads of Year with after school supported study for students
- To carry out any other reasonable tasks as may be required by the Headteacher

Student Transportation

- To drive sixth form students in the school minibus to the Sigma Sixth Tending provision each morning (leaving by 8am). NB Trust minibuses are "Minibus Lite" models and can be driven with a normal car driving licence (category B).