



'Building Resilience for Future Success'

CHESHIRE WEST AND CHESTER COUNCIL

JOB DESCRIPTION

JOB TITLE: Post 16 Progress and Learning Mentor 37 hours per week

REFERENCE: AAAG 7270

GRADE: Grade 7

RESPONSIBLE TO: Head and Deputy Headteacher

JOB PURPOSE:

To provide support to Post 16 learners and contact with parents, carers and other professionals.

To work as a mentor with individual learners to provide 'solution focused' activities to overcome barriers to learning, both inside and outside school, and thereby assist them in achieving their full potential.

Assist in the overall raising of learner standards and achievements, through raising learners' esteem, expectations and aspirations.

Support learners with personalised curriculum activities including social skills, personal development, ways to staying healthy.

PRINCIPAL RESPONSIBILITIES:

NO	MAIN RESPONSIBILITIES
1.	Undertake a specialist role using appropriate learning strategies, resources and equipment to meet the learning objectives of lessons, differentiating tasks as appropriate for individuals or groups of young people with social emotional mental health difficulties.
2.	To support aspects of Personal, Social, Health and Citizenship Education. Working with others, to arrange and deliver proactive intervention programmes with groups of individuals, e.g. Emotionally Based School Non-attendance, Building Self Esteem, Mentoring, Social Skills and Life Skills.
3.	Promote and support the positive behaviour of individual and groups of learners whilst they are undertaking their work to ensure a constructive and safe environment, and pre-empt/ deal with situations arising in accordance with school and hospital policies and procedures.

4.	Evaluate learners' responses throughout activities, determine what each young person can achieve unaided and the point of intervention for the provision of appropriate learning scaffolding.
5.	Analyse, monitor and track individual learner progress through a range of assessment and monitoring techniques and provide accurate assessments and reports on learning and behaviour development to inform the teaching.
6.	Access, maintain and update a range of learner and school records to facilitate assessment of learners' progress.
7.	Ensure that learner's health and safety is maintained in, around and for out of school educational visits including supervised use of subject specific tools, equipment and learning materials.
8.	To be a point of contact for parents and outside agencies, with regard to student welfare and development.
9.	Liaise with other professional staff, parents/carers and outside agencies to ensure effective communication concerning the maintenance of learners' wellbeing including the attendance of meetings.
10.	Attend staff and other meetings and participate in staff training development work and staff reviews as required

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.