



**JMF6  
Post-16 Learning Mentor**

**JOB DESCRIPTION**

**Objectives of the role:**

**Under the guidance of the Assistant Headteacher, Director of JMF6**

**To provide a service for students to reduce barriers to learning by:**

- Identifying and analysing recognised needs and applying practical and procedural knowledge to facilitate best outcomes for students.
- Engage with and direct external agencies, as lead practitioner, to ensure safeguarding and specialist support of students and families with extreme needs.
- Giving greater continuity of service to staff, students and parents by extending specialist knowledge, support, and guidance.
- Pro-actively refine and formulate effective operational policies and procedures to ensure appropriate interventions are successfully implemented.
- Strategically lead staff to apply policies and procedures to improve attendance, behaviour and achievement for all students.

**Supporting the JMF6 Leadership Team in actively promoting and leading on key priorities to ensure the efficient running of the sixth form and its community on a daily basis by:**

- Advising all staff on correct legislation, policy and procedural practise on safeguarding looked after children, admissions and attendance.
- Responsibility attending multi-agency meetings that will affect the future well-being of individual students and families.
- Daily advice and guidance around pastoral support for Leaders / Tutors to ensure the correct implementation of policy and procedure.
- Developing practices and relationships with external services to provide and identify a higher level of pastoral support for students.

# ABINGDON LEARNING TRUST

## **TASKS AND RESPONSIBILITIES**

Development and implementation of strategic procedures and policies to overcome the barriers to learning and improve student participation, enjoyment and accessibility to learning and whole school life whilst insuring their safety and well-being both at home and at school by:

### **Safeguarding / Child Protection**

#### **Deputy Designated Safeguarding Lead**

**Responsible for the safeguarding and well-being of students as well as overseeing the overall protection of the school community. Directly impacting on the well-being of students and families, assessing their complex needs and organising delivery of appropriate programmes of care or welfare. Responsible for taking decisions that may affect the future well-being and circumstances of individual students.**

- Main point of contact for staff in all matters relating to JMF6 Child Protection and Safeguarding
- Leading on the correct process following a safeguarding disclosure, taking advice from LADO where necessary
- Formally refer to and support external agencies such as, Social Care, Police, MASH, Kingfisher, HUB, and CAMHS for cases of a safeguarding nature
- Attend and contribute to high level decisions made at Child Protection Conferences and Core Group Meetings
- Act as Lead Professional in TAF processes which have been signed off from Social Care involvement
- Completion & distribution of TAF notes to members of the team
- Manage targets set at TAF meeting for completion by agreed date
- Correct recording and storage of sensitive CP records
- Support preparation for the annual safeguarding audit and refreshment of related policies

### **Looked After Children**

#### **Designated Lead for JMF6 Looked After Children**

**Lead responsibility for promoting the understanding and importance of how looked after children learn, achieve and progress. Promoting a culture of high expectations and aspirations for all looked after children.**

- Ensure the young person has a voice
- Source of advice for staff about differentiated teaching strategies appropriate for individual children and in making full use of Assessment for Learning
- Ensure that looked after children are prioritised in one-to-one tuition arrangements and that carers understand the importance of supporting learning at home
- Lead responsibility for the development and implementation of the child's personal education plan (PEP) within the school
- Liaise with students for completion of Pupil Voice in preparation for PEP meeting;
- Mentoring of LAC students both academically and pastorally
- Setting of Smart Targets from PEP
- Budget and manage Pupil Premium funding to support academic progress;
- Arrange and co-ordinate additional support outlined in PEP
- Key Worker for Looked After Children
- Attend LAC reviews
- Support Social Worker and carers with all aspects of student's school life
- Completion of formal documentation for PEP process and facilitate correct storage
- Attend year 11 LAC / PEP reviews in preparation to support the transition to JMF6

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## Attendance

**Working with the Attendance Officer to take a lead role in raising JMF6 attendance by implementing strategic policies and procedures.**

- Lead on parent contract meetings to re-engage students in attendance
- Monitor attendance & punctuality for all students in the associated Year Groups ensuring the correct recording of registration marks and adhering to official guidelines set by the local authority
- Manage the correct completion of all attendance procedures, including attendance concern letters, student mentoring and developing effective practices to engage students in improving their attendance
- Produce weekly management reports and termly attendance data for Governors.

## Engagement and behaviour for learning

**Lead, advise, develop and implement strategies to promote improved student engagement including the identification and tracking of tailored interventions.**

- Produce Ad-Hoc reports for all staff when needed
- Mentor individual or groups of students to support their improved engagement and attitude to learning
- Lead or assist with investigations into reported misbehaviour / incidents and implement sanctions according to school policy
- Support Behaviour processes
- Complete relevant referral forms to external agencies to support SEMH concerns both in and outside school. (CAF, EIS, IYFAP, CAMHS, School Counsellor)
- Supervision of students study periods
- Support for staff in dealing with students' behaviour for learning

## Organisation and Responsibilities

- Work under high levels of work-related pressure and manage conflicting demands
- Provide advice and guidance to support the JMF6 community based on extensive knowledge and experience
- Work independently and use own initiative while representing the school
- Exercising highly developed pastoral skills in order to meet the complex and demanding needs of the school community
- Effective use of theoretical, practical and procedural knowledge across the specialist area of student welfare, safeguarding and pastoral support
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns appropriately
- Work to ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in regular statutory and developmental meetings
- Participate in training and other learning activities and performance development.
- Support with drafting of student reference
- Co-ordinate and manage temporary reduced timetables
- School Counsellor referrals
- Parental contact and meetings to address concerns of the year team/ school.
- Daily administration of attendance data

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*Other support duties may be required as directed by the Assistant Headteacher.*

*(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).*

*John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.*

*All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.*

**For all staff** – *You have specific responsibilities under Health & Safety legislation to ensure that you:*

- *Take reasonable care for your own health and safety and that of others affected by what you do or do not do.*
- *Co-operate on all issues involving health and safety.*
- *Use work items provided for you correctly, in accordance with training and instructions.*
- *Do not interfere with or misuse anything provided for your health, safety or welfare.*
- *Report any health and safety concerns to your line manager as soon as practicable*

**Hours:** 37 per week. Term time plus 5 INSET days – with additional days/weeks during school holidays to be considered.

**Grade:** NJC Grade 10

**Date:** December 2022

## ABINGDON LEARNING TRUST

Your contract of employment is directly with The Abingdon Learning Trust Multi Academy Trust. Your main place of work will be John Mason School but you may be deployed to work at any school within The Abingdon Learning Trust Multi Academy Trust ("the Trust") and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Date:

Signed: (on behalf of the Academy):

Date: