



JOB DESCRIPTION

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| Job Title: | Literacy Learning Mentor |
| School: | Cape Cornwall School |
| Salary: | Academic Mentor Scheme £19,000 to £21,000 (dependent on qualifications and experience) |
| Responsible to: | Director of Learning - English/SENDCO |
| Direct Supervisory Responsibility for: | None |
| Important Functional Relationships: Internal/External: | TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Parents/Carers, External Professional Agencies |

Main Purpose of the Job:

- Under the direction of the Director of Learning – English and the SENDCO, implement the planned support and intervention strategies to all target students.
- Co-ordinate the delivery of a literacy intervention programme across the school.
- Support and mentor allocated students, enabling them to achieve age-related learning goals in literacy.
- Provide small group and one-to-one teaching, support and challenge to enable target students to meet their learning goals in literacy.
- Work in partnership with teaching staff, the Assistant Headteacher and SENDCO to implement a range of strategies to assist student progress in literacy and across the curriculum.
- Help pupils to reach their learning goals, maximising pupils' potential, developing their skills and building their confidence.

Main Duties and Responsibilities:

Duties and Responsibilities

- Mentor individual and small groups of students providing 'solution focused' activities to overcome barriers to learning in literacy and thereby assist students in achieving their full potential.
- Deliver the school's chosen literacy intervention programme to target students.
- Provide small group and one-to-one teaching, support and challenge to enable students to meet or their learning goals in literacy.
- Be responsible for the planning, development and use of literacy resources to ensure the smooth delivery of inclusive learning programmes which comply with and exceed national curriculum requirements.
- Assist in raising standards and student achievements, through improving students' self-esteem, confidence, literacy skills and aspirations.
- Contribute to the development of practice and procedures in regard to the delivery of literacy by providing advice and support to staff as appropriate.

Supporting Students

- Respond appropriately to students' individual needs with assistance from SENDCO, teaching staff, Year Leader and Director of Learning - English.

- Encourage pupils to stay safe and be confident. Their voice will be listened by acting within the school's safeguarding procedures, in particular in response to disclosure of information of significant harm, including bullying, drugs and child protection issues.
- Mentor individual and groups of students, supporting them with work that has been set by teachers.
- Establish productive working relationships and rapport with students, leading to successful learning outcomes.
- Develop and maintain positive attitudes with students towards the mentoring programme including building and sustaining their trust and confidence in the school.
- Work with students, individually or in groups, outside of the classroom on set work enabling them to achieve completion and to submit work to their teacher.
- Develop one-to-one mentoring relationships, giving emotional support and acting as coach, trainer, developer and motivator.
- Work with students, one-to-one, to encourage them to maximise their potential through a range of strategies and support programmes, e.g. use strategies which:
 - develop students' organisational skills and memory, independent and collaborative working skills and identify their preferred learning styles;
 - support students in providing strategies to improve the student's behaviour;
 - encourage students to make a positive contribution to school and community and gain confidence through participation in activities;
 - draw up an action plan for each target student, set targets and actions and monitor the outcomes – thereby evaluating progress towards a learning goals.
- Maintain accurate and up-to-date records of action plans and evidence of student progress.
- Challenge students to remain motivated and focused by developing and nurturing a life-long love of learning and particularly reading for pleasure.
- Monitor and manage behaviour, acting within the school's Behaviour policy and reporting any concerns about conduct to the Head of Upper/Lower School through Academy procedures.
- Work with individual students, identifying their barriers to learning in literacy, intervene to enhance progress and monitor progress towards set targets.
- Support students to evaluate their own progress and provide access to learning skills for personal development.
- Other duties commensurate with the grade of the post as directed by the Line Manager/Head of School.

Liaison

- Work with teaching staff to identify a range of strategies to assist students who are identified as those who will benefit from mentor support.
- Liaise with the parents, tutors and teachers and provide with appropriate information regarding progress.
- Liaise with teaching staff to monitor student workload, work rate and access to learning.
- Regularly inform relevant staff of developments, improvements in performance and successful strategies.
- Make regular contact with parents as appropriate, encouraging them to support their child in overcoming their learning difficulty by advising them about strategies to improve learning.
- To ensure that students' needs are prioritised and to have a clear sight of how this role impacts on the school's and the Trust's students at all times.

General / Other

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty;
- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the school's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all Trust policies and procedures;

- To undertake mandatory training as required by the Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Last Updated July 2022

Truro and Penwith Academy Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme
- Any previous continuous service will be recognised
- 5.263 weeks paid holiday per year (pro rata), rising to 6.248 weeks after five years' continuous service (including Bank Holidays)
- Family friendly policies
- Childcare vouchers
- Local and national discount schemes and initiatives
- Continued professional development support.

To find out further information, please visit the Trust's website at: www.tpacademytrust.org