

JOB DESCRIPTION

Job Title:	SEMH Learning Mentor
Reporting to (job title):	AHT for Inclusion (James Robinson)
Hours of work:	32.5 hours per week, Term time only plus insets (38 weeks + 5 days)
Location:	Thames Primary Academy and Nursery
Grade:	Grade E NJC 12-17

Main Purpose/Responsibility

To work with the children, parents/carers and families of 16 pupils in the Nest to provide early intervention, support and guidance to improve academic and social outcomes for pupils.

To actively support and model the ethos and aims of Thames Primary Academy and AtC.

Main Duties

The below duties are to be carried out at any one of the Trust sites, or at any of the Schools the trust may support.

- Liaise with school staff, education welfare officers, and other agencies to identify pupils at risk of disaffection and help identify extra support to overcome barriers to learning.
- Share best practice with other staff and coordinate work to meet pupils' needs in a focussed and integrated manner.
- Actively listen to pupils' concerns and form plans, with the pupil and their parents' involvement, to help address these.
- Provide support, advice and guidance tailored to pupils' individual needs.
- Implement strategies to support pupils in building their confidence and self-esteem.
- Assist in transition arrangements for pupils joining the school or moving on to the next stage of education.
- Assess individual children's needs and make provision to address emotional, social or physical barriers to learning.
- Identify pupils for targeted intervention to meet the needs identified in a pupils Education, Health and Care Plan.
- Actively seek and introduce interventions that assist in overcoming potential barriers to learning and meeting
- Develop and deliver a range of interventions that meet the needs of the pupils and gather impact evidence on the outcomes.
- Liaise with teaching staff to assess and provide targeted support for identified children in order to raise achievement and enable them to overcome barriers to learning
- Support the development of individual action plans for targeted pupils.
- Work in a 1:1 or group situation with targeted pupils as required.
- Contribute to improving the provision for nurture, inclusion and positive mental health and wellbeing.

- Monitor the implementation of plans, analyse and report on progress achieved, support the re-integration of pupils excluded from school or following an alternative timetable.
- Support pupils at play and lunchtimes to promote the academy's positive behaviour policy to ensure children have healthy, active and engaging playtimes
- Develop and maintain effective contact and communications with families to secure good attendance and punctuality for all pupils in the Nest.
- Promote and develop partnerships with parents which encourages contact and engagement with a range of external agencies related to those families. Signpost families to sources of advice and guidance.
- Organise ways of communicating and exchanging information in relation to safeguarding matters in a timely and professional manner.
- Ensure CPOMS recording and responses are up-to-date, relevant and accurate.
- Maintain accurate pupil records and prepare written reports and evaluations.
- Maintain a safeguarding/pastoral caseload as directed by the DSL.
- Attend meetings related to safeguarding matters for families as directed by the DSL.
- Operate effectively within multi-agency, and other meetings.

As a member of staff at Thames Primary Academy and Nursery:

- Conduct all activities in a professional manner at all times.
- Ensure compliance with policies and procedures relating to child protection, health, safety, security, safeguarding and confidentiality.
- Maintain confidentiality and adhere to safeguarding procedures.
- Any other duties commensurate with the role

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.