

StCHRISTOPHER'S CREATING BRIGHTER FUTURES

JOB DESCRIPTION

JOB TITLE:	Senior Learning Mentor
LOCATION:	London
RESPONSIBLE TO :	Learning Support Service Manager
RESPONSIBLE FOR:	The provision of an educational support and advocacy service to vulnerable young people Looked After.

Overall Purpose

To provide Learning support and guidance to children and young people who are experiencing difficulties in learning due to social, emotional or behavioural problems or other issues. Learning Mentors help young people overcome behavioural, social or emotional problems that are affecting their learning. To support young people to improve educational outcomes and achievement.

Key responsibilities

- To work with the young person, colleagues and other professionals to produce an individual assessment (baseline) of educational needs and draw up an educational action plan with specific objectives, which relate to the child's Personal Education Plan.
- To work with colleagues and other professionals to ensure that all children placed have a Personal Education Plan agreed by their placing social worker. Where educational placements have broken down or where a child has been permanently excluded, to work with other professionals to promote the young person's re-integration into mainstream school.
- To provide and/or ensure the provision of one-to-one tutoring sessions tailored to the specific educational needs of the young person.
- To advise on the purchase of educational resources.

- To form links with local schools, designated teachers and education professionals and ensure that good communication takes place between the young person's placement and schools.
- Working with Learning Support Service Manager, to ensure that residential homes have clear effective policies regarding education.
- Working with Learning Support Service Manager to ensure young people are provided with appropriate education in the core subjects English and Maths.

Direct work with children

- Where educational placements have broken down or where a child has been permanently excluded, to reintegrate young people into schools, working with the school and other professionals.
- To research, plan and deliver 1-2-1 mentoring/support sessions with identified YP on a range of subjects that may be hindering individual learning.
- To research, plan and deliver group sessions/workshops with identified YP on a range of subjects that may be hindering their learning.
- To organise small group sessions or 121 in Maths and English, where required, e.g. homework clubs.
- To actively encourage young people to engage in extracurricular activities.
- To organise and provide activities/events for young people during holidays and at other times.
- To create a positive atmosphere, based upon mutual trust and respect, enabling the young person to develop to their full potential.

Advocacy and planning

- To work with the young person, colleagues, social workers and schools to set education goals and targets and to monitor education plans and reward achievement.
- To advocate on behalf of the young person when they are prevented from accessing educational opportunities.

- To encourage schools to meet the needs of young people in care more effectively.
- To keep clear records, ensuring regular monitoring of progress of each young person.

Equal Opportunities

- To comply with St Christopher's Diversity policy and to promote anti-discriminatory practice in all areas of work.

Health and Safety

- To be aware of health and safety issues within the area of work and to implement St Christopher's Health and safety policy at all times maintaining a safe environment and complying with legal requirements.

Conduct

- Ensure that all the work undertaken by your self is conducted to the highest professional standards and complies with St. Christopher's Code of Conduct. Promote and implement all of St Christopher's policies and procedures and lead by example.

Financial Duties

- To be aware of and adhere to all relevant financial procedures and to report any discrepancies to your manager immediately

Other Duties

- To attend meetings at St Christopher's head office and other locations as appropriate.
- To work outside of normal office hours when required.

This job description outlines the general ways in which it is expected you will meet the overall requirements of the post. The list of tasks is not an exclusive one and duties may vary from time to time. This job description is subject to regular review.

PERSON SPECIFICATION

EXPERIENCE AND QUALIFICATIONS:

1.a Evidence of education at a higher level (eg 'A' level, NVQ, BTEC)

1.b Level 3 Diploma for Residential Childcare

2. Experience in working with young people to support the achievement of their learning outcomes, particularly those who are underachieving, disaffected or have social/emotional barriers to their learning.

3. Experience in assessing and analysing the needs of individual young people, setting targets and goals through negotiation with them, and through the collection of relevant data and information to support assessments.

4. Experience of working with individual young people and small groups and working together to achieve the targets set.

KNOWLEDGE:

5. Knowledge of the education process, secondary curriculum and key stages and structures for learner and learning support.

6. Knowledge of the factors that can limit educational and personal achievement and of community organisations and statutory institutions that can provide support to young people.

SKILLS:

7. The ability, drive and diplomacy to work within a team to develop an education service that contributes positively to the lives of young people with complex needs.

8. The ability to work effectively with and gain the confidence of young people and those that work with them and to involve them in the development of programmes which meet their needs.

9. To work within clear and appropriate boundaries.

10. The ability to liaise and negotiate with schools and other agencies to develop support and provision for young people.

11. The ability to monitor and record statistics and present these in appropriate formats for St. Christopher's funders and other stakeholders.