


 Pollytech engaged to learn	Role Profile
Job Title	Learning Mentor

Salary range	Spinal point 25-33 (£29,689.00 - £32,747.00 FTE)
Contract	39 weeks (Term Time) - Permanent
Main location	You will be primarily sited at one of five centres in Kirkby-in-Ashfield, Nottingham City, Nottinghamshire or Mansfield. However, flexibility is required to attend any of the sites in line with the needs of the business.
Hours and basis	33 hours per week
Reports to	Head of Centre
Date of issue	18 March 2024

Why Pollytech needs this role
<p>Pollytech is an established independent school and alternative provision for children (aged 8-16) with a range of special educational needs and learning disabilities. Our priority is to build trust with our students and provide a supportive and safe environment in which they can learn. Hence our ethos: 'engaged to learn'. The curriculum is underpinned by a range of accredited qualifications including GCSEs and vocational awards. A Learning Mentor provides tutoring to students on a one-to-one and in small group settings and helps to ensure that the school meets their educational and wellbeing needs – either as part of a full-time programme or to supplement mainstream school provision.</p>
What you will be doing
<p>You will engage and tutor young people with special educational needs in an alternative educational setting.</p> <p>Key responsibilities</p> <ol style="list-style-type: none"> 1. To build trusting relationships with students and motivate them to achieve positive outcomes. 2. To teach students (aged 8-16) in small groups and on a one-to-one basis, including lesson preparation. 3. To effectively encourage positive behaviour, applying rewards and sanctions in accordance with the school policy. 4. To effectively supervise engagement activities, in school and community settings. 5. To keep accurate and up-to-date records and complete reports on a timely basis. 6. To promptly report any incidents and escalate any safeguarding concerns. 7. Keep up to date with practice through completion of mandatory training and attendance at appropriate meetings and events. 8. To support and promote the inclusive values and ethos of the school. 9. To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
Key results we want to see from this role
<p>Efficient and effective support for individuals / groups to ensure good progress is made against Individual Learning Plans and linked to EHC planned outcomes where appropriate.</p> <p>Effective role model demonstrating best practice as directed by the Teaching Professional</p>

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Standards and the quality expectations of the school.

Dimensions of the role

You will be working with a team of highly motivated teachers and Learning Mentors and provide flexible support as directed by your named line manager

Key work relationships

- Head of Centre and their Deputies
- Other Learning Mentors and Teaching staff
- Curriculum Leaders
- Wellbeing support workers, including Occupational Therapists and other specialist staff
- Students and their parents / carers
- Referring organisations (mainstream schools and Local Authority)

Working Environment

Monday – Friday typically 08:30 – 15:30 with a 30-minute break taken flexibly. There may be occasions that you will be required to work additional time to deal with an issue or complete administration tasks this is accounted for within the weekly contracted hours.

The role will be based at one of five sites in Kirkby-in-Ashfield, Blidworth, Nottingham or Mansfield. You may be required to work from any site in accordance with business needs.

You will also be required to support the learner outdoors and/or off-site in various engagement activities.

Other information

Pollytech is committed to safeguarding and promoting the welfare of its students and staff. We expect all our staff to be aware of their responsibilities to protect students and staff from abuse or harm, to promote British Values and to prevent the radicalisation of students and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check and overseas check where applicable. Provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.