

# Job Description

## For Non-Streamlined Safeguarded Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Education Entitlement Team Learning Mentor	JEID	L0341
Salary Grade:	Grade H		
Team:	Education Entitlement Team (EET)		
Division / Service:	School Services & Post-16 Education		
Directorate:	Children and Young People		
Primary Location:	Shire Hall, Warwick		
Car User:	Casual		
Responsible to:	Strategy Manager for Vulnerable Learners		
Responsible for:	As below		

#### Role Purpose

To provide support and guidance to children and young people who are at risk of permanent exclusion or who have been permanently excluded. Engage with children and young people to promote effective participation, enhance individual learning and to maximise their potential. Assist children and young people to make the transition between schools and alternative provisions and at key points in their education.

Your primary location will be Shire Hall in Warwick. In the course of your duties, you will be required to visit and work at locations across Warwickshire and for such times as we may reasonably determine as necessary for the proper performance of your duties.

#### Role Responsibilities

- Operate within agreed legal and ethical boundaries when working with children and young people.
- Work closely with Education Entitlement Team Coordinators and Administrators to ensure best possible outcomes for students.
- Maintain appropriate professional boundaries in all contacts and support of children, young

people and their families.

- Maintain the health, safety, protection and wellbeing of children and young people throughout working procedure.
- Contribute to the pastoral support of children and young people
- Work closely with others in schools to achieve a full and shared understanding of the needs of identified students.
- Develop and maintain effective and supportive relationships with children and young people
- Provide effective liaison between schools, alternative provisions, other agencies and families under the direction of the Education Entitlement Team Coordinator
- Promote the child's or young person's equality, diversity, rights and responsibilities
- Ensure own professional competence remains sufficient to provide effective support to children and young people and attend relevant training sessions as required or necessary.

## Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

### Generic Role Details

Job Role:	Education Entitlement Team Learning Mentor
-----------	--

### Main Tasks

- In consultation with school staff and the EET Coordinator agree how liaison with families or carers will take place and how the child or young person will be involved so that trust and engagement are maintained.
- Establish and develop effective supportive relationships with children and young people with barriers to learning, including attendance issues, through the direction of the EET Coordinator.
- Identify and work to remove barriers to learning including home visits to support parents/carers.
- Support students who are on an Offsite Direction or Managed Move including before, during and after and attending the initial and review meetings.
- Mentor students on an Early Help Plan and attend Family Support Meetings and act as Lead Professional if appropriate.
- Engage in preventative work with schools to avoid exclusions
- Research, plan and deliver individual sessions and/or small group work with identified students on a range of subjects that may be hindering learning and engagement.
- Provide individual support for learners attending interviews at Alternative Provision and Post 16 provision.
- Follow agreed reporting and case review procedures involving colleagues and line managers as required.
- In consultation with EET Coordinator agree how difficulties and potential conflicts will be managed.

## Section C: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

*Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).*

<b>Essential Criteria</b>	<i>Assessed By:</i>
Educated to NVQ level 3 or above	A
Excellent literacy, numeracy and IT skills and the ability to work across a range of IT platforms and systems	AI
A wide range of effective communications skills in a variety of contexts and media including letter and report writing and formal meetings	AI
To be able to independently interpret and analyse information to solve varied problems	AI
To be able to use own initiative to respond problems and unexpected situations	AI
The ability to work under pressure, with interruptions, to meet tight or unexpected deadlines	AI
High level of self-motivation balanced with strong team work	AI
Ability to maintain confidentiality and comply with data protection requirements	AI
Hold a full valid driving licence and able to travel to external meetings/venues	AI
<b>Desirable Criteria</b>	<i>Assessed By:</i>
Understanding of arrangements for the support of pupils at risk of exclusion	I
Knowledge of how Local Authorities and schools commission alternative provision	I
Experience of working in an educational environment.	AI

## Section D: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### **Health & Safety at Work**

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### **Potential Hazards & Risks**

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	