



Establishment:	Nanpantan Hall Nurture Centre
Employee:	
Job Title:	Lead Learning Mentor Grade: 8 - 11 (£17,682- £23,851)
Hours of Employment:	32.5 hours a week: Mon – Fri 8:30-3:30 (<i>Term time only</i>)
Responsible To:	School Directors
Responsible For:	To be allocated on appointment

JOB PURPOSE:

- Under the guidance of the Directors work as part of a team to promote the individual needs of students with complex Autism, promoting the physical, social, emotional and cognitive development and to meet their needs as directed by the Directors.
- To join in partnership with parents and other professionals in the process of each student's learning.
- Provide support and guidance to other Lead Learning Mentors and led a team of Learning Mentors.

DUTIES AND RESPONSIBILITIES WITH REGARD TO STUDENTS

- To receive and act on information from School Directors or other professional that ensures the wide-ranging needs of individual students are met and their quality of life is sustained or enhanced
- Relate to students in a sensitive and understanding manner, appropriate to their individual needs, gender, disability and cultural background
- Under the guidance of the Directors: plan, delivery and assess the work of individuals or groups of students
- Plan and work with students on individual education programmes as directed by the Directors or using their own initiative
- Under the direction of the Directors take responsibility for individuals and/or small groups either in or out of school ensuring appropriate supervision
- To share responsibility, as appropriate, for inclusion links and community skills
- In accordance with school's guidance and policies provide comfort and immediate care to sick or injured children. Refer them to the identified First Aiders and, if required, accompany them to hospital remaining until parents assume responsibility
- Led a team to provide a consistent approach to working with students who have challenging behaviour, implementing and contributing to, behaviour strategies
- In compliance with laid down health and safety procedures, take all reasonable steps to ensure the safety of students, themselves and colleagues.
- Under the guidance of the Directors plan and implement personal and social development programmes
- Under the guidance of children's therapists and the Directors plan and carry out prescribed therapy programmes
- Supervise students during the lunch period as required
- Participate actively in physical activities including swimming, pool therapy and outdoor pursuits.
- Undertake identified healthcare duties after receiving appropriate training.

SUPPORTING DIRECTORS

- Be involved in planning educational work, preparation of materials, recording and evaluation as appropriate
- Under the Directors direction set out in an appropriate way the materials, equipment and resources for class work and assist in general aspects of resource management within the team
- Observe, monitor and assess students and maintain any written records that may be required and liaise with involved professionals as requested
- Undertake the presentation of students' work and maintain interest areas and displays

TRAINING and PROFESSIONAL DEVELOPMENT

- To engage in the school's appraisal process
- Attend planning and development meetings at team and whole school level
- Assist in the supervision and support of training placements within school
- Take part in a programme of professional development identifying personal training needs through continuous self-appraisal and undertaking such training as may be necessary to meet the needs of students, including attendance at five training days per year. (pro rata part time)

GENERAL

- Make a full contribution to the life of the school, supporting colleagues in their work for the school
- Follow all school policies and procedures and take part in the review of these as appropriate
- Provide cover for colleagues as appropriate
- Undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised Trade Unions.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- The nature of the work may involve the postholder carrying out work outside of normal working hours.
- The postholder may be required to attend from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

Nanpantan Hall Nurture Centre is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as a regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

Signed..... Date.....

Print Name.....

NANPANTAN HALL NURTURE CENTRE



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Nurture Centre

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Job Title: LEAD LEARNING MENTOR
Grade: PROPOSED 8 - 11

	Essential	Desirable	How assessed
Qualifications			
Degree/HND in a national curriculum subject	✓		App
Experience			
Experience of working with children with Autism	✓		App
Experience of teaching/ mentoring, either as a mentor or mentee	✓		App
Knowledge			
Knowledge of Child Protection and appropriate Health and Safety Regulations.	✓		App
Skills			
Excellent interpersonal skills.	✓		Int
Excellent communication and listening skills	✓		Int
Excellent teamwork skills.	✓		Int
Attributes			
Ability to plan for and led children in learning activities.	✓		Int
Ability to led and work as part of a team.	✓		
Ability to work with minimal supervision	✓		
Empathy with children with Special Educational Needs.	✓		
Have the ability to undertake personal development.	✓		
Willingness to attend courses to update knowledge.	✓		
Ability to motivate and act as a role model;	✓		
Ability to be flexible and adaptable and able to work well under pressure.	✓		
Ability to report writing skills and the ability to maintain accurate records;	✓		
A commitment to equality and diversity;	✓		
An understanding of confidentiality and the handling of sensitive information;	✓		
Ability to understand and follow relevant procedures e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy.	✓		
Ability to led physical activities including: swimming, pool therapy and outdoor pursuits.	✓		
General Circumstances			
A flexible approach to working, including out-of-hours, and an ability and willingness to travel to various locations.	✓		Int
An understanding of, and commitment to, Equal Opportunities and the ability to apply this to strategic work and day-to-day situations	✓		Int
A Full Driving Licence		✓	Doc
Factors not already covered			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of Disability Discrimination Act 1995.			

App = Application Form
Test = Test
Int = Interview
Pre = Presentation
Med = Medical Questionnaire
Doc = Documentary Evidence (E.g., Certificates)