

## Lancashire County Council

### Role Profile - Operational Context Form

<b>Post title:</b> Assistant Learning Mentor					
<b>Grade:</b>	Grade 5	<b>Staff responsibility:</b>	Yes/No	<b>Essential Car user:</b>	Yes/No
<b>Scope of role:</b> In liaison with teaching staff, mentor or support pupils directly to overcome barriers to learning					
<b>Accountabilities/Responsibilities – appropriate for this post:</b>					
<ol style="list-style-type: none"> <li>1. Liaise with teaching staff to provide particular support to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning including nurture groups.</li> <li>2. Provide input to the identification of needs, assessing those pupils needing extra support and the development of individual action plans for targeted pupils</li> <li>3. Work in a one-to-one relationship with targeted pupils to implement an action plan</li> <li>4. Assist in maintaining contact with pupils' families/carers to inform them of progress and issues</li> <li>5. Provide extra support to pupils through knowledge of a range of activities and opportunities available to them</li> <li>6. Support pupil access to out of school facilities and study support</li> <li>7. Collate information and maintain records of pupil achievement and attendance.</li> <li>8. Provide support and advice to pupils to promote their social care and personal development</li> <li>9. Assist in resolving relationship issues between pupils</li> <li>10. Oversee support packages for pupils to reintegrate them into school following periods of exclusion / absence</li> <li>11. Manage the supervision of pupils excluded from or not otherwise working to a normal timetable</li> <li>12. Be responsible for monitoring of individual action plans</li> <li>13. Implement a programme to monitor homework.</li> <li>14. To work within school policies and procedures</li> <li>15. To take care of their own and other people's health and safety</li> </ol>					
<b>Individuals in this role may also:</b>					
<ul style="list-style-type: none"> <li>- Participate in home visits to support pupils and discuss issues and progress</li> <li>- Take part in the provision of out of school activities</li> <li>- Support the transition of pupils between phases</li> <li>- Assist and resolve relationship issues between pupils</li> <li>- Oversee support packages for pupils to reintegrate into school following periods of exclusion/absences</li> <li>- Manage the supervision of pupils excluded from/not otherwise working to a normal time table</li> <li>- Implement programme to monitor homework</li> <li>- Facilitate nurture groups</li> </ul>					
<b>Additional supporting information – specific to this post.</b>					
<ul style="list-style-type: none"> <li>• Working towards national occupational standards (NOS) for learning, development and support services and knowledge / skills equivalent to current national qualifications in learning, development and support services for children, young people and those who care for them</li> <li>• Commitment to undertake in-service development</li> <li>• Commitment to safeguarding and protecting the welfare of children and young people</li> <li>• Satisfactory attendance record/commitment to regular attendance at work</li> <li>• To be aware of the confidential nature of issues related to home/pupil/teacher/school work</li> </ul>					
<b>Prepared by:</b> Schools HR Team				<b>Date:</b> 31/02/23	

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**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 co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## Grade Profile - Level Five – Operative / Support (Grade 5)

<b>Level Five Purpose</b> To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.
<b>Scope of Work</b> Role holders will undertake a range of standardised procedures, some of which may be relatively complex, and use associated tools and equipment. Role holders may be expected to respond independently to unexpected problems or situations.
<b>Accountabilities/Responsibilities</b> Role holders may be responsible for: <ul style="list-style-type: none"><li>▪ Instructing and checking the work of others; or</li><li>▪ Planning and organising tasks; or</li><li>▪ Interpreting information, solving task-related problems or implementing regulations; or</li><li>▪ Producing work of the required standard; or</li><li>▪ Providing advice and guidance on established internal policies and procedures.</li></ul>
<b>Skills, knowledge and experience</b> <ul style="list-style-type: none"><li>▪ Previous relevant experience or the ability to demonstrate the competence to carry out the job.</li><li>▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.</li><li>▪ Enhanced skills appropriate to the job discipline.</li></ul> <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>
<b>Performance Measures</b> <ul style="list-style-type: none"><li>▪ Completion of work to required standards and deadlines.</li></ul>