

ROBERT BLAIR SCHOOL

& Childrens Centre



Position: Learning Mentor & Extended Day Lead
Salary Grade: Scale 5
Contract: Fixed term. PT-27.5hrs. (negotiable).
Start: Tuesday April 19 2022

We are seeking to appoint a Learning Mentor and Extended Day Lead who has vision, passion and commitment to further embed our high quality of care and provision across the school.

“Pupils are extremely proud of their school and enjoy being there. They benefit from attentive pastoral care from the minute they join the school.” Ofsted 2019

You will be ambitious and have passion, energy and resilience to be part of a motivated team committed to driving the school forward to continued success. You will demonstrate the skills and attitudes to work successfully as part of a team further embedding welfare and pastoral care for our children. Empowering, supporting good learning habits and being solution focused will be central to your approach. You will understand that developing the learning behaviours, attitudes and dispositions needed for success in the 21st century is the key to driving and achieving success in all areas of school life. You will believe in modelling your high expectations and supporting all members of our school in developing a thirst for lifelong learning.

We can offer you the opportunity to be part of:

- ✓ a collaborative culture working towards a shared vision
- ✓ an ethos where the leadership and staff are committed to children achieving their best at all levels
- ✓ a strong inclusion team leading and promoting the welfare and pastoral care of our children
- ✓ a creative, dynamic one form entry school
- ✓ an ethos where the leadership team is committed to children achieving their best at all levels
- ✓ a driven team working to seek ways to meet the challenges of the current educational context and climate
- ✓ a supportive environment with a strong commitment to CPD and a wide range of opportunities for staff at all levels
- ✓ a committed and creative leadership team and staff
- ✓ A school working collaboratively with a range of other schools, including CPD, through our forward thinking ‘Maamulaha’ school’s network. <http://www.maamulaha.co.uk/>
- ✓ a school in an unbeatable location in the vibrant area of inner-city London, nestled between Kings Cross and Angel Islington
- ✓ excellent transport links

Visits to the school are strongly encouraged. Please contact our School Business Manager, Melanie Burrows, to arrange a school tour and meet with the Head teacher, Michelle Bahn.

Closing Date: Noon, Monday 28 March

Interviews: Wednesday 30 March

Robert Blair is committed to the safeguarding the welfare of young people and expects all staff and volunteers to share this commitment. Appointments are subject to DBS checks and excellent references. This post falls under the requirements of the Childcare (Disqualification) 2009 Regulations. The successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.



JOB DESCRIPTION

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Start: Tuesday April 19 2022

RESPONSIBLE/REPORTING TO: School Business Manager, Inclusion Lead, Healthy Schools Team

PURPOSE OF THE JOB

To lead on the pastoral and welfare support for pupils across the Extended Day, including lunchtimes, in keeping with the school ethos and supporting expected learning behaviours, attitudes and dispositions that encourage pupils to enjoy positive and Healthy Lifestyle choices, become increasingly independent, and to support the inclusion of pupils in all aspects of the school and extended school day.

MAIN DUTIES

1. Under the guidance of the School Business Manager and working alongside the Inclusion and Healthy Schools Team, lead and maintain high quality extended day provision for all our pupils.
 2. To ensure a high quality of provision and a healthy food offer which is varied, attractively presented and in line with our Healthy Schools status.
 3. Under the guidance and leadership of the School Business Manager, and in partnership with the inclusion and healthy schools' team, promote, organise and deliver a high quality and enriched extended day offer, including lunchtime provision, that effectively promotes and delivers quality care, is engaging and fosters a calm and positive start and end to the day.
 4. Under the guidance of the School Business Manager and in partnership with the inclusion and healthy schools team work effectively to lead on, and promote, the delivery of quality, enriched and inclusive free-play opportunities across the extended day offer
 5. To work in conjunction with the HLTA, and key learning support assistants, to effectively lead, promote and support a high quality of an enriched lunchtime provision.
 6. To support the leadership and management of behaviour throughout the school in conjunction with the Deputy Head teacher and Phase leads.
 7. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development in line with the schools behaviour policy.
 8. Under the guidance of the Headteacher support, promote, encourage and further embed pupil voice through assisting with our School Council and House Captains.
 9. Communicate and liaise with members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
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10. Under the guidance of the Inclusion Lead and in collaboration with the leadership team, to communicate effectively with parents and carers in supporting the behaviour and inclusion of pupils.

11. Under take any other reasonable duties from time to time as may be directed by the Headteacher or their nominee

PERSONAL RESPONSIBILITIES

1. Be aware of, understand and follow key school plans, policies and procedures. E.g. The School Improvement Plan', Health and Safety Procedures and The safeguarding Policy''
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, and as identified in Performance Management Processes, undertake such training as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
4. Within your contracted hours, attend meetings as required.
5. Be aware of the learning and physical needs of the pupils you support.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
7. Be an advocate for the children's right to play, to be listened to and to be safe.

PERFORMANCE STANDARDS

1. To ensure that the school's customer care standards are met and adhered to.
 2. At all times to carry out the responsibilities of the post with due regard to the school's Equal opportunities policy.
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PERSON SPECIFICATION

Qualifications		Essential	Desir
1.	NVQ Level3 or equivalent qualification.	✓	
2.	Evidence of on-going training in pastoral work.		✓

Experience		Essential	Desir
3.	At least 5 years' experience of working with primary aged students	✓	
4.	Experience of working with, and supporting parents	✓	
5.	Experience of individual target setting to support students to access the curriculum	✓	
6.	Liaison with external agencies and community providers	✓	

Knowledge		Essential	Desir
7.	Knowledge of approaches to improve attendance and punctuality	✓	
8.	Knowledge of strategies to improve behaviour	✓	
9.	Knowledge of SEAL and Restorative Approaches with particular reference to individual pupil support and development		✓
10.	Knowledge of safeguarding and child protection practice	✓	
11.	Knowledge of pupil voice approaches and strategies	✓	

Skills		Essential	Desir
12.	Evidence of skills in behaviour management	✓	
13.	Ability to work collaboratively with colleagues in the multi-disciplinary team and a variety of professionals in schools and in partner agencies, including the Children & Families Service team, developing positive working relationships	✓	
14.	Ability to write reports that are clear, complete, focused and easily understood, and organise and maintain accurate records	✓	
15.	Demonstrates well-developed interpersonal skills; ability to communicate effectively both verbal and in writing, directly with families, pupils, schools and a range of professionals and other agencies.	✓	
16.	Ability to work using own initiative, establishing priorities and meeting agreed targets and deadlines	✓	
17.	Ability to carry out the responsibilities of the post in the context of and in compliance with, the school's Equal Opportunities and Health & Safety policies	✓	
18.	Ability to recognise and respond to the particular problems faced by disadvantaged young people with challenging behaviour, and their families, in a diverse multi-cultural community	✓	
19.	Ability to read and compile statistical information	✓	