

**London Borough of Havering
Children, Adults & Housing Directorate**

Model Job Profile

Job Title: Learning Mentor / ELSA

Grade: Grade 3

Model No: 24

Reports To: *Pastoral and Family Support Lead*

Staff Managed (if any): None

Job Purpose and Content

The Learning Mentor and ELSA is a member of the pastoral and family support team of school staff who work together to make sure children achieve their full potential at school. The Learning Mentor/ ELSA works at all times subject to the direction and supervision of the headteacher and this power will be delegated to *the Pastoral and Family Support*. Learning Mentors do not work generally alongside children in class.

The job of the Learning Mentor/ ELSA is to work with children identified as having barriers to learning. The Learning Mentor/ ELSA works with such children across the phases to set targets and promote a course of action that means the child may overcome their barriers and fulfil their potential. Barriers to learning may include (not exclusively):

- Significant and consistent underachievement
- Poor behaviour or difficulties in anger management
- Failing motivation, confidence or self-esteem
- Loss, bereavement or parental break-up
- Difficulties in concentration or maintaining focus
- Poor attendance and/or punctuality
- Difficulties in maintaining relationships with peers or adults
- Poor personal organisational skills.

Principal Responsibilities

1. With teaching and other support staff, and other professionals where appropriate, to participate in the comprehensive assessment of all children entering or returning to school and to identify those who need extra help to overcome barriers to learning
2. To identify those children who would benefit most from a Learning Mentor/ELSA and, working with others, draw up and implement an action plan for each child who needs extra support.
3. To develop a 1:1 mentoring relationship with children needing particular support aimed at achieving the goals defined in the action plan
4. To maintain regular contact with families/carers of children in the mentoring programme and to work with the pastoral and family support lead where necessary to support the

aims and objectives of mentoring.

5. To monitor, assess, report and evaluate the implementation of all plans drawn up to remove barriers to learning for individual pupils - using the agreed policies, procedures and processes of the school
6. To develop and maintain a thorough knowledge and appreciation of the range of services, activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils and to provide that information to pupils and parents/carers where appropriate
7. To promote the safety of pupils and protect them from abuse, using the agreed procedures for identification, responding to disclosure and reporting to the relevant lead professional
8. To share information with local agencies, schools, education authorities and other learning mentors
9. To promote the speedy and effective transfer of pupil information on targeted pupils and to give individual pupil support during transition and transfer where necessary
10. To participate in professional networks, share best practice and attend national and local training
11. To take part in the school performance management system, evaluating one's own performance and planning and carrying out personal professional development
12. Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment.
13. Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours

Notes

- Headteachers will decide the precise role of the Learning Mentor/ ELSA within individual schools, in consultation with teaching and pastoral staff
- This is a new job description for a new post. It may be subject to review with the postholder after one year
- The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job description but which is within the scope of the duties and responsibilities

**London Borough of Havering
Social Care & Learning Directorate**

**Learning Mentor/ ELSA
Model Person Specification**

Skills and Abilities	Essential	Desirable	Assessed by
The ability to develop and maintain effective working relationships with other team members and contribute to the work of the team	✓		Application and interview
Carry out work to agreed specifications and deadlines	✓		Application and interview
ICT skills to support administration including using Google drive		✓	Application
Effective oral and written communication skills across a range of audiences	✓		Application and interview
The full range of mentoring skills	✓		Application and interview
The ability to support pupil transfer and transition	✓		Application and interview
The ability to relate effectively to a diverse range of young people and adults	✓		Application and interview
The ability to deploy a range of strategies and techniques to encourage learning	✓		Application and interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application and interview
Knowledge			
A thorough understanding of the range of potential barriers to learning for pupils	✓		Application and interview
A thorough understanding of child protection policies and procedures and a commitment to the principles of best practice	✓		Application and interview
The range of support services and facilities available to young people	✓		Application and interview
Health and safety policy in schools and the responsibility of the individual in ensuring its implementation	✓		Application and interview
Equalities and inclusion policies and how these are implemented in schools	✓		Application and interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application and interview
Qualifications and Experience			
To have completed, or a willingness to undertake, the national induction training for Learning Mentors and ELSA training		✓	Application
GCSE grade 'C' (or equivalent) or above in English and mathematics	✓		Application
2 years minimum experience working with children and young people in a paid or voluntary capacity	✓		Application

NVQ 3 in Learning Support Assistant or Learning, Development and Support Services or equivalent qualification		✓	Application
A demonstrable commitment to continuing professional development	✓		Application and interview