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**Transition Hub Learning Mentor**

**Job description and Personal specification**

As a learning mentor at Beech Lodge, you will work both independently and alongside the teaching and pastoral staff to support the academic, emotional, social and mental health needs of our pupils, all of whom have not thrived in the mainstream system.

You will work primarily with pupils in Key Stage 3 and 4 in Meadow, our Transition Hub where pupils who are currently unable to access the main school environment are taught. You will work mainly on a one to one basis with individual pupils or in a small group, delivering academic and social and emotional programmes.

Whilst your work will be primarily with our pupils, you will have a broader remit including working alongside our families and the wider community.

You will need experience of working with vulnerable and challenging young people. You will need to manage your own case load and plan, deliver and measure interventions to support the young people you work with.

You may not be the world’s best climber, hiker and identifier of trees. You may not have the knowledge of how to avoid the particularly sticky mud which seems to coat each and every Beech Lodge member after a day in the woods, but with us and our pupils you will learn.

Your role will include:

* helping learners who are underperforming in their subjects, either on a one-to-one basis outside the classroom or within lessons;
* implementing strategies and supporting learners in self-esteem and confidence-building activities;
* listening to and helping learners resolve a range of issues that are creating barriers to learning;
* drawing up agreed action plans with learners, outlining the aims of the mentoring, and monitoring their progress;
* liaising with parents to discuss issues and problems and possible solutions;
* advising parents on behaviour strategies and parenting skills;
* networking with other learning mentors, teachers and relevant external agencies;
* liaising with relevant professionals and individuals, e.g. educational psychologists and therapists
* running extracurricular activities, such as homework clubs, reading clubs
* maintaining accurate records and preparing written reports and evaluations;
* managing your own professional development through undertaking relevant training and sharing best practice with other learning mentors;
* helping with transition activities for learners moving to the main school or on to further education.

**Salary**

* £19,500 to £21, 000 (Paid 44 weeks of the year 38 weeks directed, 6 weeks paid holiday)
* Additional paid days during some holiday periods may be possible should you wish

**Working hours**

Working hours are usually 37 ½ hours, Monday to Friday during term time. 8.30am to 3.30pm (Tuesday 8.30am to 5.00pm). Some evening and occasional weekend work is necessary on, for example, extra-curricular activities. This would be by arrangement and remunerated.

**Qualifications**

Experience and the right mindset are more important than formal qualifications, but having studied psychology or early childhood studies may be an advantage. You will need sound levels of English and Maths ie GCSE in order to be able to support pupils studying for Level 2 qualifications.

**Beech Lodge is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**