



## Job Description

### Job Profile

Title: Family Learning Mentor  
Responsible To: Headteacher  
Working Hours: 10 hours per week  
Salary: SCP 4 – SCP 6

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check. All support staff posts are subject to the Asylum and Immigration requirements.*

### Job Purpose

To support children and families in overcoming barriers to learning that may arise from challenges experienced at school or within the home environment.  
The successful candidate will work collaboratively with school staff, families, and external agencies to promote pupil wellbeing, engagement, attendance, and positive outcomes for children and their families.

### Key Duties & Responsibilities

#### Family Support and Intervention

- Act as a key point of contact within the school for families requiring support and guidance.
- Provide early intervention through signposting, advice, and referrals to appropriate services and agencies.
- Work directly with children and families, both individually and in groups, to provide practical support and guidance.
- Provide practical help and emotional support to families, particularly during times of crisis.
- Promote an open-door approach for families, including offering ad-hoc and short-term interventions.

#### Family Partnership and Relationship Building

- Build and maintain positive and effective relationships with families to support improved outcomes for children.
- Maintain regular contact with families of vulnerable pupils to better understand family circumstances and provide appropriate parenting strategies where required.
- Plan and coordinate resources and support for parents and carers.
- Support families in accessing relevant information, services, and benefits.

#### Pupil Attendance and Engagement

- Support the improvement of attendance and punctuality for targeted children.
- Work proactively with families to identify and overcome barriers impacting school attendance and engagement.
- Engage families in activities that support children's learning and wellbeing.

#### Multi-Agency and Transition Working

- Work collaboratively with school staff, external agencies, and educational providers to support children and families.
- Support effective transition arrangements for vulnerable children and families moving between educational settings.
- Refer families to appropriate single-agency or specialist support services where necessary.



### Record Keeping and Administration

- Maintain accurate, confidential, and up-to-date records in line with school procedures.
- Ensure all case notes, interventions, and communications are recorded on the MyConcern system.
- Monitor, implement, and review support strategies for families within the school.

### Additional Responsibilities

- Safeguard and promote the welfare of children, young people, and vulnerable adults at all times.
- Attend safeguarding and other mandatory training as required.
- Promote and implement health and safety procedures within areas of responsibility.
- Comply with all school and Trust policies and procedures.
- Be aware of and support differences and ensure equal opportunities for all.
- Support and promote the ethos, routines, and values of the school and Trust.

*The role holder must demonstrate a flexible approach to the delivery of the role. This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to carry out other duties appropriate to the level of the role, as directed by the school or Trust.*



## Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

To ensure:

- Policies are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated safeguarding leads and other staff to discharge their responsibilities, including taking part in inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about unsafe practice regarding children and such concerns about unsafe practice regarding children and such concerns are addressed sensitively and effectively in a timely manner.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must declare all convictions, cautions, reprimands, and final warnings, unless they are protected under the DBS filtering rules. If you are barred from working with children, you will be committing a criminal offence by applying for this post.



## Person Specification

Qualifications and Experience	Essential	Desirable
GCSE or equivalent in English and Maths with at least a Grade C	✓	
Experience working with children and their families	✓	
Experience of setting up and delivering family support programmes, including group work		✓
<b>Skills and Knowledge</b>		
Good organisational, planning, and record-keeping skills	✓	
Training in counselling skills or similar		✓
Good interpersonal skills and the ability to work as part of a hard-working, enthusiastic, and committed team	✓	
Good communication skills. Ability to inspire, motivate, and foster excellent relationships	✓	
Confident user of ICT systems and technology		✓
<b>Safeguard and Promote the Welfare of Children and Young People</b>		
Understanding of knowledge and child protection and safeguarding protocols relating to children and young people		✓
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to follow KCSIE guidance and school safeguarding procedures	✓	
Ability to use professional judgement when handling sensitive or confidential information	✓	
<b>Personal Qualities</b>		
Ability to work with children and young people in a variety of settings including school, home, and the community	✓	
Ability to work flexibly and provide supportive engagement with parents and carers	✓	
Ability to maintain professional boundaries when working with adults and children	✓	
Excellent written and verbal communication skills with colleagues, parents, carers, and children	✓	
Tactful, diplomatic, sensitive, and approachable manner with a good sense of humour	✓	
Punctual, patient, reliable, and trustworthy	✓	
Ability to take responsibility and work independently within agreed boundaries	✓	

*Please note, applicants for this public-facing post will need to demonstrate the ability to converse and provide effective help or advice, fluently in spoken and written English.*