

## JOB DESCRIPTION

**Post Title:** Learning Mentor - TaMHS

**Directorate:** DIRECTORATE OF CHILDREN'S SERVICES  
**Portfolio/Service Area:** Raising Achievement & Access to Learning -  
Learning Opportunities - Targeted Mental Health  
Services in Schools

**Scale/Grade:** Teaching Assistant Grade 4

**Reporting To:** TaMHS PROJECT MANAGER

**Responsible For:** No formal supervisory responsibility.

### **Main Purpose of Job:**

- As a member of the TaMHS team, you will work directly with children/young people engaged in the Behaviour Assessment Pathway (BAP), to support behaviour, attendance, learning and achievement in their educational setting.

### **Responsibilities, Duties and Tasks:**

- To work directly with children/young people in educational settings including Pupil Referral Units, in order to promote learning and achievement, and strengthen and develop the potential of children/young people, who are engaged in assessment and intervention for behaviour difficulties through the Behaviour Assessment Pathway (BAP).
- To offer specialist support and mentoring to children and young people with complex behaviour issues including ADHD, Anxiety and Attachment.
- To work with TaMHS BAP team and school to develop intervention plans. To support delivery of an agreed plan which supports improved learning outcomes.
- To liaise with School Attendance Officer and Education Welfare Officer.
- To apply individual, group work skills, e.g. Learning Conversations.
- To provide a link between educational settings such as PRU, Medical Education Team (MET) ensuring curriculum continuity between settings.
- To meet with parents/carers as appropriate.
- To develop links with and utilise the resources of the community including voluntary sector providers.

- To work as a full member of the multi-disciplinary TaMHS team and actively contribute to the development of the service.
- To work closely and liaise with colleagues in the TaMHS team and across a range of agencies and organisations including Children's Services and school staff to develop and maintain these professional relationships.
- To attend and participate in appropriate meetings, i.e. Education, Health and Social Care, to plan, review and support children/young people and their families.
- To promote an atmosphere in which children and young people are encouraged to take responsibility for their learning and share strategies with school staff to support the child's specific needs.
- To ensure that all records are maintained accurately and legibly and that all information that is acquired in the course of carrying out duties is shared and treated in the strictest of confidence.
- Work effectively with colleagues in the implementation of information sharing protocols (to ensure information is only shared when necessary or as appropriate) and Common Assessment Framework (CAF).
- Maintain accurate data and statistics to support compliance with TaMHS project evaluation procedures.
- Participate within ethical and professional guidelines for professional group.
- Participate in regular clinical supervisions sessions with an appropriate supervisor/ professional lead. Participate in personal performance reviews as required.
- Keep abreast of contemporary research and TaMHS updates and implement changes in practice in the light of this.
- Promote equal opportunity, anti-discriminatory and anti-oppressive policies and practices.
- Comply with a wide range of relevant legislation, local and national guidance.
- The post may involve travel to a variety of venues and occasional out of hours work.
- To be responsible for undertaking risk assessments in relation to the tasks carried out with children, young people and families.
- To participate in TaMHS planning and development where objectives for training and development will be identified.
- A staff development and review programme is in place to provide an opportunity to review current year, developments in TaMHS service and agree personal development plan for the coming year.

**General Duties:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

**Contacts:**

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

**Notes:**

- This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau.
- The Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Prepared by: **Pip McGirl,**  
**Worcestershire TaMHS Project Manager**

Date: **1st July 2009**

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