



# GREENWOOD ACADEMIES TRUST

## **JOB DESCRIPTION**

Post title: LEARNING MENTOR WITH COVER RESPONSIBILITIES

Reporting to: Principal/Deputy Principal/SENCo/Teacher

Purpose: Take a lead role in addressing the needs of pupils requiring particular help to overcome barriers to learning and reach their full potential. Provide cover for lessons where required in the absence of a teacher.

The following information is furnished to assist staff joining the Greenwood Academies Trust to understand and appreciate the role they play in the organisation.

### MAIN (CORE) DUTIES:

- Take responsibility for a class in the absence of a teacher including unplanned absence and/or planned absence due to the allocation of PPA time
  - Liaise with Teachers/Senior Leaders, when covering for unplanned absence to understand what the pre-prepared exercise for the class will be and what resources may be given to pupils to facilitate learning.
  - Plan lessons in line with schemes of work when timetabled to deliver cover for PPA time.
- Manage the behaviour of pupils to ensure a constructive environment and the maintenance of resources, by using a range of strategies to deal with classroom behaviour as a whole and also with individual behavioural needs.
- Assist with the development and implementation of education, behaviour, mentoring and other plans; undertake comprehensive assessment of pupils to determine those needing specific help.
- Prepare prescribed resources to follow teaching planning that is necessary to lead learning activities, taking account of pupils' interests and language/cultural backgrounds.
- Act as a role model, challenge and motivate, promote and reinforce self-esteem and establish productive working relationships with pupils and develop 1:1 mentoring arrangements.
- Provide information and advise pupils to enable them to make choices regarding learning and behaviour and give feedback relating to progress, achievement, behaviour and attendance.

- Provide a range of strategies to help pupils achieve their full potential by further developing their skills and meet their social and behavioural targets both inside and outside the classroom.
- Maintain regular contact, where appropriate, with families of target group pupils to keep them informed of the pupil's progress and attendance. To secure positive family support and involvement in the pupil's education.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses and needs.
- Be aware of and support difference to ensure all pupils have equal access to learning opportunities.
- Work closely with the Head of Department/Key Stage Leader to support the needs of targeted groups of pupils.
- Ensure that relevant staff are kept informed about pupil progress and report any issues that may arise back to the Class Teacher.
- Contribute to the production, monitoring and review of effective and responsive pupil action plans.
- Have a knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students.
- Assist in the identification of all signs of disengagement and contribute to specific interventions to encourage and enable full participation in learning.
- Maintain accurate records of work for each identified pupil, in collaboration with the Teacher.
- Work together with SLT to monitor behaviour and attendance and help to develop strategies to improve these.
- Act in accordance with Trust policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- Ensure the health and safety of all pupils at all times.
- Any other responsibilities deemed appropriate to the level of the post.

All adults employed by the Greenwood Academies Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

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