



JOB DESCRIPTION

POST DESIGNATION: LEARNING MENTOR – English
RESPONSIBLE TO: Director of English & Literacy
SALARY: Single Status NJC Scale 4
37 hours, Term Time only (44.5weeks)

JOB PURPOSE & ROLE:

To be responsible for providing a complimentary service to the school in order to help students overcome barriers to learning and developing their potential by raising standards of learning.

DUTIES & RESPONSIBILITIES:

Supporting Student Learning

1. To support students, either individually, in small groups within class or small withdrawn groups.
2. To work closely with members of the English department to plan activities and develop resources.
3. To motivate students to work toward their target grade.
4. To provide after-school support to students at Intervention Clinic.
5. To keep staff informed on student issues.
6. To attend meetings regarding student progress as appropriate.
7. To provide guidance for students.
8. To keep abreast of latest developments in the English curriculum.
9. To provide weekly feedback to students on their performance/work.
10. To undertake any other duties as requested by the Headteacher that is deemed to be within the nature of the role.

GENERAL

Take a pride in the school and its good name in the local community.

Exercise discretion in matters of confidentiality.

To know evacuation procedures and assembly area in the event of emergencies.

To perform tasks as requested within the expertise of the post holder.

The post holder must comply with the Governor's Equal Opportunities Policy and Health & Safety Policy.

Any other duties deemed to be within the nature of the post by the Headteacher.