

## CHENEY SCHOOL - JOB DESCRIPTION

<b>Job Title</b>	Learning Mentor	<b>Grade</b>	Grade 6
<b>Reporting to</b>	Student Progress Coordinator	<b>Time</b>	Term Time + 5 days

### Job purpose

The learning mentor is responsible for:

- Providing a mentoring service that meets the needs of students who require help in overcoming barriers to learning that prevent them from achieving their full potential, both inside and outside school.
- Working within the systems and structures of the school and following agreed protocol and established school policies.
- Identifying those students who would most benefit from the learning mentoring scheme and take the lead in drawing up an IEP with appropriate targets under the guidance of the line manager and SEN co-ordinator.
- Contributing to the overall ethos, work and aims of the school.

### Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the head of school.

### Job specification

#### Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- S/he shall maintain a professional relationship with the student being mentored at all times.
- S/he shall understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's policies and procedures.
- S/he shall report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- S/he shall, under the direction of her/his line manager, make use of existing assessment data to plan and deliver a mentoring service to identified students.
- S/he shall carry out home visits to students causing concern, providing parents/carers with necessary information and making appropriate referrals.
- S/he shall participate in school and local initiatives, working with the police and other agencies as required.
- S/he shall attend meetings with parents/carers and other professionals and provide information at court hearings.
- S/he shall liaise with outside agencies, parents/carers, social workers, other schools and organisations, and attend to queries as required by her/his line manager.

- S/he shall contact families and carers, and keep them informed of their child's needs and progress to secure their support and involvement, as directed by her/his line manager.
- S/he shall provide a one-to-one mentoring relationship to enable the student to meet the targets identified in the IEP.
- S/he shall provide lunchtime and after school mentoring sessions and activities for identified students as directed by her/his line manager.
- S/he shall use ICT effectively to support learning activities.
- S/he shall receive visitors/callers to the school, for example, parents/carers, professionals from outside agencies, and deal with enquiries as required, maintaining security requirements and confidentiality.
- S/he shall facilitate the sharing of information with all relevant agencies in line with school policies and procedures.
- S/he shall report any welfare and/or child protection concerns in accordance with school policies.
- S/he shall deal with any immediate problems or emergencies according to the school's policies and procedures.
- S/he shall put up and maintain appropriate classroom and corridor displays within the school as required.

#### **Administrative**

- S/he shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
- S/he shall input and extract information from other school's database system/s as required.
- S/he shall collate information, statistics and prepare reports as required by her/his line manager, the head of school and the governing board.
- S/he shall take minutes/notes in meetings as required and circulate associated information.
- S/he shall maintain appropriate records and filing systems.
- S/he shall deal with correspondence promptly and as required.

#### **General**

- S/he shall attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- S/he shall invigilate school and public examinations and tests as required.
- S/he shall assist in escorting students on educational visits and participate in extra-curricular activities as required.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake first aid training and responsibilities as required.
- S/he shall keep up to date with associated developments and changes in requirements and regulations, and communicate appropriate information to colleagues.