

JOB DESCRIPTION

Learning Mentor



BirchfieldSchool

The Learning Mentor will report to the SENDCo/ Head of Senior School.

Core Purpose:

- To address the needs of named students with an EHCP who requires support to overcome the barriers to learning they experience both inside and outside the classroom, in order that they are able to achieve their full potential
- To act as a social support during unstructured times to promote and develop social skills and well-being.

Main duties and responsibilities:

For the pupil:

- To provide in-class support for named students through all curriculum areas
- To provide support for named students during some breaks and lunchtimes promoting social skills and well-being
- To develop and deliver social activities during unstructured times to promote inclusion within peer group
- Undertake activities with specific named students to ensure their safety and facilitate their physical, emotional and educational development
- Carry out educational activities, under the direction of the class teacher, whilst promoting independent learning and thinking, supporting other students in the group as needed.
- Work to establish a supportive relationship with the named students and all other students as appropriate.
- To support other students in the senior school and upper Key Stage 2 if required.

For teachers:

- To liaise with subject teachers to promote learning, developing differentiated material where required
- To ensure the Designated Safeguarding Lead is informed immediately of any concerns relating to safeguarding in relation to the students

- To liaise with the Educational Psychologist, Learning Enhancement tutors, Sendco and other external agencies where required, keeping them well informed about the pupil's developing needs
- To help with administrative duties such as the preparation of paperwork for meetings and reviews and participate in his EHCP annual review.
- Inform and keep detailed records of incidents which may arise

For parents:

- To work closely with the parents of the named students, providing a means for smooth and effective communication between the school, parents and other agencies
- To maintain regular contact with the parents and keep them informed of their child's progress, and to secure positive family support and involvement
- To provide parents with written feedback of their child's progress where requested.

PERSON SPECIFICATION

	Essential	Desirable
Experience of working with young people in a school setting		✓
Patience and compassion	✓	
A calm approach	✓	
The ability to communicate effectively with young people, particularly in lower Key Stage Two	✓	
The ability to create games and conversation of interest to students in Key Stage Three and Four	✓	
The skills to support and navigate the named pupil through the process of developing and maintaining a friendship	✓	
An interest in furthering knowledge and understanding of Autism spectrum disorder (ASD), dyslexia and dysgraphia)		✓
The ability to work autonomously and as part of a team	✓	
Good organisation, time management, communication and interpersonal skills	✓	
The ability to liaise with and gain the confidence of school staff	✓	
Good ICT skills		✓
The ability to work flexibly	✓	
An adaptable and professional approach	✓	
An understanding of and commitment to the School's equal opportunities policies	✓	
Qualified level 2 or 3 TA		✓