

## LEARNING MENTOR – JOB DESCRIPTION

Job title	Learning Mentor
Grade	Grade 3 (Points 9 - 22)
Responsible to	Principal, DSL
Effective from	September 2023

### SUMMIT LEARNING TRUST Mission Statement

Success through Endeavour  
Ambition through Challenge  
Strength through Diversity

#### Role Purpose:

To work positively within the school's curriculum and pastoral system to: -

- Support the raising of standards in the school by providing support to individual pupils and their families
- Support pupils of the school by helping them to remove the barriers to their learning
- Support the improvement of pupil punctuality, attendance and behaviour and assist the school's pastoral programme in reducing exclusion
- Support the school's extra-curricular provision by leading after-school clubs and promoting pupil engagement.

#### Key Functions

- Setting up and maintaining relevant pupil records on MIS system.
- Observing existing protocols relating to confidentiality and data protection.
- Working with colleagues to write and review relevant reports for those pupils identified as requiring support.
- Providing reports and evidence for monitoring and evaluation to relevant staff as required.
- Writing reports on individual pupils for specific support meetings as appropriate.

#### Main Duties and Responsibilities

- Provide one-to-one support and/or support within the classroom for pupils in order to improve academic progress and learning.
- Provide group work opportunities for identified pupils to support them in addressing their issues.
- Monitor the attendance and behaviour of the identified group.
- To work closely with class teachers and the SENDCO in planning overall approaches and individual programmes of work to address individual needs of the pupils.
- Develop strategies to support pupils across the school and in the identified group to improve their punctuality, attendance and behaviour. To work closely with school staff and pupils in their efforts to bring about social inclusion in its various forms. For example, this could be delivered through school assemblies or staff meetings/INSET.
- To organise a programme of activities outside the classroom that support the educational and social development of identified children including: - play therapy, school councils etc.

- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the Teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.

### **Accountabilities**

- You will be responsible for maintaining regular contact with the families or carers of identified pupils to develop and maintain regular contact with families/carers of pupils and keep them informed of their needs and progress to secure positive family support and involvement.
- Ensure that parents/carers are actively involved with the development of individual plans to support their children.
- Keep accurate and up to date records of relevant communications with parents/carers.
- Develop positive family support and involvement.
- You will be responsible for close liaison with school staff and other support services and be able to work under your own initiative and be sensitive to the procedures and protocols of the school and other services.
- Be able to communicate effectively with school and trust personnel at all levels.
- Be responsible for sharing communication regarding identified pupils with school/pastoral staff and other appropriate professionals e.g. learning support services, Education Social Worker, Educational Psychologists and Social Care Services, in their efforts to support pupils and their families.
- Where appropriate, you will work in partnership with appropriate agencies and support staff in a joint effort to help pupils and their families to overcome their difficulties.
- Contribute to multi-agency assessments in respect of identified pupils as required.
- You will be responsible for leading extra-curricular activities to promote pupil engagement and organise and manage breakfast club.

### **General Duties**

- To play a full part in the life of the school community and support its ethos.
- To adhere and actively promote the school's vision, values and policies.
- To comply with health and safety policy and undertake risk assessments as appropriate.
- Attendance at appropriate staff meetings and parent's evening
- To actively pursue own personal and professional development
- Any other duties as required by the Principal and Assistant Principal /Lead DSL relevant to the grade of this post.

### **Notes**

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	