

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Learning Mentor	<b>Location</b>	Lynn Grove Academy
<b>Salary</b>	NJC point 15 £30,024	<b>Hours</b>	37 hours, 39 weeks
<b>Department</b>	Support Staff	<b>Reports To</b>	Vice Principal for Inclusion

## JOB PURPOSE:

The Learning Mentor will play a key role in supporting pupils who have gaps in their learning due to missed lessons. These gaps may arise from emotional-based school avoidance, poor attendance, or other behaviour-related barriers. Working primarily with secondary-aged pupils, the mentor will deliver targeted one-to-one and small group sessions to rebuild subject knowledge, confidence, and readiness to re-engage with mainstream lessons.

The role focuses on English, Maths, and Science, while also supporting pupils across a broader curriculum where needed.

This role is central to helping pupils overcome barriers, rebuild confidence, and successfully reintegrate into their lessons. By providing personalised academic support and encouragement, the Learning Mentor will help pupils reconnect with their education and achieve their potential.

## KEY RESPONSIBILITIES AND DUTIES:

### Targeted Learning Support

- Deliver structured one-to-one or small-group catch-up sessions for pupils with identified gaps in learning.
- Support pupils across core subjects (English, Maths, Science) and other curriculum areas as required.
- Assess pupils' starting points and adapt sessions to meet individual needs and learning styles.
- Build pupils' confidence, motivation, and readiness to return to full classroom participation.

### Collaboration and Planning

- Liaise closely with class teachers, Heads of Department, and pastoral staff to identify missed content and prioritise learning objectives.
- Develop tailored catch-up plans that address specific gaps in knowledge and skills.
- Monitor pupil progress and adjust session plans accordingly.
- Provide regular feedback to teaching staff and pastoral teams on pupil engagement, progress, and any emerging concerns.

### Pupil Engagement and Wellbeing

- Establish positive, supportive relationships with pupils who may have experienced barriers to attendance or engagement.
- Encourage resilience, independence, and a positive attitude towards learning.
- Work with pastoral staff to understand underlying issues affecting attendance and engagement.
- Support reintegration into lessons by preparing pupils academically and emotionally.

### Record Keeping and Reporting

- Maintain accurate records of sessions delivered, content covered, and pupil progress.
- Contribute to reports for internal monitoring and external stakeholders where appropriate.

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- Track attendance at sessions and follow up on non-engagement.

## General Responsibilities

- Promote the values and ethos of Lynn Grove Academy.
- Uphold safeguarding responsibilities and follow all academy policies and procedures.
- Participate in relevant training and professional development.
- Contribute to a positive, inclusive, and supportive learning environment.

JOB REQUIREMENTS:		
	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths, minimum Grade 4 or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience working with young people, ideally in an educational or mentoring capacity.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a school or alternative provision setting.</li> <li>• Experience delivering small-group or one-to-one interventions.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Good subject knowledge in English, Maths, and Science at secondary level.</li> <li>• Ability to explain concepts clearly and adapt teaching approaches to individual needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of emotional-based school avoidance and behaviour-related barriers to learning.</li> <li>• Knowledge of safeguarding procedures.</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to build trust and rapport with pupils who may be reluctant or anxious about learning.</li> <li>• Strong organisational skills, including planning and record-keeping.</li> <li>• A patient, empathetic, and resilient approach.</li> </ul>	
<b>CREATIVE EDUCATION TRUST VALUES</b>	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li>• <b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance.</li> <li>• <b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every student.</li> <li>• <b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons.</li> </ul> <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	

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<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**