**JOB DESCRIPTION**

**Job Title: Learning Mentor**

**Grade:** G4 (£19,171 - £22,462) FTE

**Hours:** 37 hours per week, term time only plus 5 teacher training days

There may be a requirement to work for 2 weeks at the Summer School.

**Status:** Fixed Term

**Responsible to:** SENCO Lead

**Job Purpose:**

Under the direction and supervision of senior staff:

* To provide a complementary service to that provided by teachers and pastoral staff in order to address the needs of pupils, who need help and support to overcome barriers to learning, both inside and outside school, to achieve their full potential.
* To work with a range of students, but give priority to those who need the most help, especially those experiencing multiple disadvantages, including able and gifted students experiencing difficulties.
* To target, help and support as part of a coordinated response by the school and other agencies to address a range of issues and bring about a positive sustainable changes with individual students and the school community as a whole.
* To support identified individuals to access the social and academic curriculum in the most effective way, appropriate to their needs and understanding.
* To contribute to raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.

**Main Duties and Responsibilities:**

1. Develop positive one to one mentoring relationships with pupils identified as needing support.
2. Work collaboratively with teachers, pastoral staff, SENCO's, education welfare officers and other agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support.
3. Work in partnership in devising, implementing and evaluating individual pupil action plans for pupils identified as needing support, working with teachers and other staff, including, where appropriate, the Gifted and Talented and Tailored Strand Co-ordinators.
4. Implementing strategies and supporting students in self-esteem and confidence building activities
5. Establish and maintain home/school liaison with the families and carers of pupils receiving support in order to keep them informed about pupil needs and progress, and to secure positive family and carer involvement and support.
6. Establish good relations and work closely with other agencies who may also be involved in supporting a targeted pupil - e.g. Behaviour Support, Child Guidance, Business Mentors, Voluntary Mentors - so that the needs of the pupil concerned are met in a focused and integrated way.
7. Develop a full understanding and knowledge of the range of agencies and activities, which can provide support to vulnerable pupils.
8. To work closely with the SENCO to help ensure that the needs of gifted and talented students and those with special educational needs are met
9. To contribute to the maintenance of records and information systems (using PARS Connect & Cura software linked to SIMS) , on behaviour, attendance and other related issues, both computerised and manual, with due regard for data protection and confidentiality
10. To provide regular feedback to the SENCO, the student, the parents, teachers and other professionals, as appropriate, regarding progress made by individuals and advise/recommend further support required to ensure that agreed goals are achieved
11. Promote the efficient and effective transfer of pupil information at points of transition and support pupils during transition in line with policy and practice
12. Encourage positive attitudes to pupils receiving support and a shared understanding of their needs within the School.
13. Network with Learning Mentors in other Schools to ensure identification and dissemination of best practice.
14. Assist as part of the lunchtime supervision team, as required.
15. Support EWO with attending, which requires driving the school minibus after training.

**General:**

The Postholder must carry out his or her duties with full regard to the school’s Equal Opportunities Policy

Duties which include processing of any personal data must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

The Postholder will be included in the school’s performance management system as it is applied for all staff

The Postholder should have knowledge of and compliance with relevant school policies and procedures

The Postholder will perform any other duties and responsibilities within the range and scope of the job description and the salary grade