Harrytown Catholic High School

Job Description

Learning Mentor
Responsible to: SENCO

Key Purpose of the Role

- To work primarily with disadvantaged pupils with Special Educational Needs and Disabilities (SEND) in school to remove barriers to their learning through a mix of in class support, 1 to 1 work and in learning support on a withdrawal from lessons basis
- To build good relationships with the pupils and their families
- Support all SEND pupils to work to the best of their ability

Safeguarding

- To uphold the school's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Key Responsibilities

- To develop and maintain effective and supportive mentoring relationships with children and young people who have learning or SEND needs which motivate and challenge them, encourage engagement and empower them to further learning
- Lead intervention with small groups of children as directed by the SENCO
- Work to improve attendance, punctuality and reduce exclusions of the SEND pupils
- To develop, agree and implement a time bound action plan, set targets, review points and exit strategy with groups or individual children and young people based on a comprehensive assessment of their strengths and needs
- Keep accurate records for identified pupils
- To assist children and young people to make a successful transition between educational establishments and key stages in their learning and review their progress and achievements
- To be responsible for maintaining, updating and reviewing individual passports for pupils identified as disadvantaged
- To work collaboratively with Pastoral Managers and pastoral staff as appropriate in order to ensure that the child's emotional wellbeing, health, safety, welfare and safeguarding are all provided for and supported
- To share responsibility for morning, lunchtime and after school groups. This includes running the activities and groups during part of lunchtime
- To develop and maintain appropriate contact with families and carers, involving them in the support process and encouraging engagement and attendance at events such as Parents Evening, Options Evening etc.
- To assist in the identification of early signs of disengagement by mentoring, identifying barriers to learning and by contributing to the development and delivery of specific

programmes that reduce the number of learning days lost through low attendance, disengagement, truancy or exclusion
- To attend training, professional development sessions and network meetings with other learning mentors and partner agencies and services working with children and young people and contribute to the identification and sharing of good practice between individuals and institutions to enhance mentoring provision and raise achievement
- To liaise closely with staff in school to agree action, monitor progress and evaluate the impact of SEND strategies for all those identified pupils within the targeted cohort, providing appropriate reports demonstrating outcomes and impact at regular intervals
- To meet regularly with designated line manager to report on progress of identified pupils and to discuss any concerns
- To provide a positive role model for the pupils, demonstrating excellent attendance and punctuality and be enthusiastic, encouraging and interested in the pupils you work with
- To work flexibly in the interest of the identified cohort

Other specific duties

All Harrytown staff are expected to:
- Promote the vision and ethos of our school
- Support and contribute to the active safeguarding of our children
- Work within our policies to ensure a safe environment for all staff, pupils and visitors
- Ensure equality of opportunity amongst staff, pupils and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive and courteous relations with pupils, parents and colleagues
- Engage actively in the Catholic life of our school
- Ensure the confidentiality of all sensitive information

As part of the conditions of employment, the post holder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the Headteacher. These duties are not exhaustive or exclusive and may be varied provided that any other duties are appropriate to the grading level of the post.