



Alexandra Primary School: Learning Mentor Job Description

Post: Learning Mentor for the Resourced Provision

Line Manager: Headteacher

Salary: Scale 6 SP18 – SP20 (£34,416 - £35,448 FTE) Pro-Rata

Hours per week: 35 hours during term time + 5 INSET days

Core Purpose

To work proactively with students and school staff by providing:

- Intensive and planned support for Resourced Provision students to improve behaviour, social and emotional outcomes and academic progression.
- High-impact support to raise learning engagement and achievement.
- Individual and group support for pastoral needs, removing obstacles and barriers to learning.

Key Tasks

1. Provide intensive learning and emotional support to students through direct contact, tutoring and planning/preparation.
2. Plan and deliver lessons for groups with specific pastoral and academic needs.
3. Collaborate with the SENDCo and teaching team in the RP to develop & deliver individualised intervention programmes and wellbeing plans.
4. Create short-term support programmes during breaktimes and lunchtimes to help students engage in school activities.
5. Provide regular feedback to the line manager, colleagues, parents and teachers regarding student progress.
6. Support the transition of pupils into and out of the provision, liaising with staff from other settings and outside professionals.
7. Identify and address difficulties students may experience in lessons, offering guidance to school staff.
8. Produce reports as required.
9. Participate in wider school activities, including morning welcome duties, breaktime supervision, trips, and extracurricular clubs.

Universal Responsibilities

- Commit to continuous improvement within the school.
- Participate in relevant staff development and training.
- Ensure compliance with Health and Safety regulations.
- Uphold the school's policies.

- Safeguard and promote the welfare of children and young people.
- Undertake additional duties as required by the Headteacher or Senior Leadership Team.

This job description will be reviewed annually and may be amended following consultation.

Person Specification

Specification	Essential	Desirable
Education & Training	5 A*-C GCSEs (including English & Maths) or equivalent training	Qualifications beyond GCSE or professional qualification. Further professional training. Safeguarding training. Positive Handling/Team Teach training.
Experience	Effective team member, High expectations for student achievement, Positive working relationships, Experience working with young people in an educational setting	Experience with challenging young people, Experience in pastoral teams or specialist learning environments for vulnerable pupils/ pupils with SEND/SEMHD.
Skills & Aptitudes	Ability to build strong relationships with colleagues, High energy and resilience, Ability to maintain a calm learning environment, Work effectively under pressure, Recognise and respect confidentiality, Strong organisational skills.	Passion for improving educational engagement for disadvantaged students, Aspiration to become a teacher, Understanding of Adverse Child Experiences, Trauma and associated barriers

The successful candidate will play a key role in establishing Alexandra Primary School's Resourced Provision and upholding our mission to ensure all students receive the support they need to thrive academically and personally.