**Learning Mentor**

**JOB DESCRIPTION**

**Salary Scale:** £24,603 - £28,356 per annum (dependent on experience and skillset)

**Responsible to:** Assistant Headteacher

**Purpose:** To assist the Heads of Year and Pastoral team in their duties in order to maximise student achievement and create a safe climate for learning.

**Main tasks:**

* Provide a tutoring/mentoring role to pupils including mentoring students with behaviour problems such as anger management, low self-esteem and lack of motivation.
* Be a reference point for pupils who are referred by teaching and support staff -

supporting pupils as appropriate in relation to achievement and attitude to learning.

* Follow up pupil/staff concerns, making telephone and written contact with parents as

 appropriate.

* Follow up safeguarding issues in line with school policy and practice in lessons with the school’s safeguarding officer.
* To identify barriers to achievement. Then provide broker support and intervention.
* Meet with teaching and support staff regarding individual or small groups of pupils to discuss barriers to learning.
* Take part in pupil pursuit’s activities to develop a better understanding of how pupils respond to different approaches.
* Attend relevant conferences regarding pupil welfare and support e.g. Case Conferences etc.
* Attend pastoral and inclusion meetings as required.
* Support students who have been isolated from their teaching group – e.g. supervision, collection of work, providing guidance with task, ensure completed work is returned to staff.
* Assist pupils with the organisation and completion of classwork and checking diaries for particular children.
* Promote and manage the credit/merit systems.
* Organisation and supervision of pupils at lunchtime and break – be a presence in the year area.
* With the Head of Year make contact with pupils and parents regarding attendance/punctuality etc.
* Support pupils to re-integrate when they return to school.
* Along with Head of Year. On occasion lead the year group assemblies.
* Record on the management information system pupil successes and incidents of inappropriate behaviour.
* Use the school management information system to analyse student progress data
* Prepare information for, and co-ordinate the production of, individual pupil reports e.g. incident logs for re-admittance after exclusions; material for governors’ resolution meeting ‘Round Robins’.
* Assist with the writing of reports, correction and collation.
* Take part in providing effective transition time for vunerable pupils.
* Seek support from external agencies to best support students and learners.
* Work with other pastoral support assistants to share good practice/offer support to one another on a regular basis.

Safeguarding

* To deal with CP issues and refer matters to safeguarding team and any other related agencies as required
* To comply with all safeguarding requirements as per the school’s Child Protection and Safeguarding policy and all other documentation and legislation
* To comprehensively deal with student concerns on a needs-led and case by case basis

Suitable training will be provided to develop specific qualities which will emerge as the postholder starts the job.