

Job Description

Learning Mentor

Job Purpose	<p>The primary purpose of the Learning Mentor is to provide support to pupils from KS3 – KS5 with their learning.</p> <p>The Learning Mentor will support young people 1:1, in a small group arrangement and occasionally in the classroom. These pupils may be on an adapted timetable to facilitate this intervention and many of them will have special educational needs.</p> <p>The postholder will need to liaise with teachers regarding the support the young person needs. Key areas will include pre-teaching key terms (tier 2 & 3 language), revisiting and over learning areas of the curriculum. The learning mentor will have allocated time to plan sessions and prepare resources.</p> <p>The Learning Mentor will be linked to The Learning Plus and pastoral teams.</p>
Responsible to	Deputy Head- Staff and Pupil Wellbeing
Key Responsibilities	<p>To support the teaching and learning processes.</p> <p>To establish and maintain relationships with individual pupils and groups in support of pupils in learning activities</p> <p>To continuously review and develop professional practice</p> <p>To assist the SENDCo and Learning Plus team in developing, implementing and managing individual/group pupil learning strategies aimed at supporting:</p> <ul style="list-style-type: none">• Pupils on adapted timetables• Pupils who have barriers to their learning and making progress• Inclusivity of pupils with identified SEND needs
Key Tasks:	<p>Support for pupils</p> <ul style="list-style-type: none">• Work with selected pupils out of the classroom situation• Develop 1:1 mentoring arrangements with pupils which enable the pupil to agree plans and targets to move forwards• Provide information and advice to enable pupils to make choices about their own learning• Provide support to pupils to enhance their well-being• Help pupils to follow individual learning plans where appropriate• Assist in organising and running small group interventions• Challenge and motivate pupils• Promote and reinforce self-esteem

Curiosity

Commitment

Creativity

Community

- Liaise with parents/carers and boarding staff as appropriate
- Network with teaching assistants, teachers and external professionals
- Keep weekly records of pupils' progress

Under the guidance and direction of the deputy head:

- Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs. To ensure that support is given to them at an appropriate level
- Support and direct tasks, clarifying and explaining instructions when needed
- Focus support in areas needing improvement both academic and social
- Motivate and encourage pupils to concentrate on and fulfil the tasks set
- Undertake learning activities with pupils of varying abilities to ensure adaption and access to the curriculum
- Seek to ensure the promotion and reinforcement of pupils' self-esteem, appropriate levels of effort and learning behaviour and to guide pupils to become independent learners
- Assist in the development, monitoring and evaluation of programmes of work
- Assist with the SEND administrative and organisational processes within the SEND team as directed
- Keep accurate records
- Contribute to the process of school self-evaluation
- Liaise with parents and other professional agencies in support of pupils' needs
- Assume sole supervision of groups of pupils
- Assist in the supervision of exam, assessment tasks and tests as directed
- Assist in the preparation of and maintaining the learning environment
- Undertake continuous professional development
- Promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policy
- Liaise with the SENCO, pastoral team and the Deputy Head Pastoral to support pupils' wellbeing and participation and promote their academic, social and emotional development

Teacher support

- Support pupil's access to learning using appropriate strategies, resources etc.
- Provide feedback on pupil's progress as required
- Maintain records as agreed with other staff, contributing to reviews as requested

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Curriculum support

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupils responses/needs
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning

School support

- Be aware of and adhere at all times to policies and procedures relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Clerical/admin support e.g. dealing with correspondence, making phone calls, assisting with the implementation of examination access arrangements etc. This may be more extensive dependent on whether part or full time contract.
- Promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Carry out such other reasonable duties and responsibilities within the overall scope of the post.

Person Specification

General

- To carry out such other reasonable duties and responsibilities within the overall scope of the post
- To be aware and adhere at all times to the school code of conduct and confidentiality
- As an Employee of Bournemouth Collegiate School you may be required to provide support and cover across all sites as and when required
- 5 GCSEs (or equivalent) including English, Maths and Science at grade C/4 or above
- Further educational qualifications may be an advantage
- HLTA status, National Learning Mentor Status or NVQ level 2 or 3, or BTEC in Learning Support would be an advantage

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Mrs Maria Coulter BSC (Hons) PGCE NPQH
Principal

- Be able to apply consistently a range of school policies, particularly those regarding health and safety, equal opportunities, child protection and special educational needs
- High level of literacy and numeracy
- Sound interpersonal and supervisory skills
- The ability to work with young people and colleagues at all levels
- Previous relevant experience within a secondary school environment would be an advantage

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post, as it may include other duties necessary to ensure the smooth running of the school as directed by the Principal or Head of Learning Plus.

The post holder may also be required to carry out other duties from time to time as deemed as a reasonable request.

It may be reviewed and may be subject to modification or amendment after consultation with the post holder.

Signed:

Date:

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Post Holders name:

Signed:

Date:

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Maria Coulter, Principal

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