

**Steyning Grammar School  
Job Description**

**Name:**  
**Title:** Learning Support Mentor (LSM)  
**Responsible to:** SENCo and Associate Headteacher

*All postholders' share responsibility for safeguarding and promoting the welfare of children*

**Purpose and Scope of the Post**

To enable pupils, primarily pupils on the Special Educational Needs and Disabilities Register and those with Education and Health Care Plan's to access the National Curriculum and the wider school curriculum so that they are able to achieve their full potential.

**KEY TASKS** (to achieve the above):

- To promote the progress of students on the SEND Register by supporting them in class or in small groups.
- To support teachers in their work with students with SEND by keeping them updated on issues relating to the needs of students in their classes.
- To act as an academic mentor to students with SEND assigned to them by the SENCo.
- To support students who have an Education and Health Care Plan (EHCP)

**In order to achieve this, the Learning Support Mentor will:**

- Work with designated students, either 1:1 or in small groups, in mainstream classes and assist the teachers in delivering individualised support to ensure they are able to access the curriculum;
- Learn how to support individual students with EHCPs by understanding their particular needs.
- Act as mentor to designated students and guide them with appropriate targets to enable them to make progress in subjects which they may find challenging;
- Keep up to date with regard to the needs of students being supported or mentored;
- Inform teachers of any changes in student needs to assist their planning and teaching;
- Update the SENCo regarding student progress;
- Assist the SENCo (where appropriate) in setting targets for students with EHCPs or other students with SEND;
- Support students with SEND in creating student 'passports', which are used to inform staff about their needs and strategies that help them learn.
- Contact and update colleagues (other LSM's and teaching/pastoral support staff) on learning and work related issues to do with the designated students;
- Work as reader and/or amanuensis for named students in examinations.

**Additionally:**

- Encourage the integration of all children with special needs and disabilities alongside their peers into the mainstream school community;
- Be responsible for promoting and safeguarding the welfare of children and young people with whom s/he comes into contact;
- Work if so required on any of the three Steyning Grammar School campuses.
- Undertake any other duties that reasonably fall within the purview of the post, which may be allocated by the Headteacher after consultation with the post-holder.
- Attend any such training courses or meetings as the SENCO deems appropriate.

*This job description is a description of the job to be undertaken and performed to the satisfaction of the Head by the postholder. It does not form part of the contract of employment.*

**Mrs Nat Nicol**  
**Associate Headteacher**  
**September 2021**

Person Specification: **Learning Support Mentor**  
(E = Essential D = Desirable)

Person Specification: <b>Learning Support Mentor</b> (E = Essential D = Desirable)	
Qualifications:	
Qualified to NVQ 2 or equivalent	E
Full Drivers Licence	E
Knowledge:	
A working knowledge of Word, excel and the internet	E
Skills:	
Good organisation skills	E
Good interpersonal skills	E
Ability to work unsupervised and on ones own initiative	E
Experience:	
Experience of working under pressure in a busy environment	E
Experience of dealing with young people in work or home situation	E
Experience of working in a school or similar establishment	E
Values:	
Tenacious, resilient and professional	E
Proven ability to work appropriately with young people	E
Able to work productively with pupils, acting as a role model, setting high expectations	E
Flexible	E
Safeguarding:	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E
<b>All postholders' share responsibility for safeguarding and promoting the welfare of children</b>	

*Please note:*

*In addition to a candidates' ability to perform the duties of the above post, the interview (if you are successfully shortlisted) will also explore issues relating to safeguarding and promoting the welfare of children.*