



BEDFORD
FREE SCHOOL
SERVING BEDFORD & KEMPSTON

JOB DESCRIPTION

Job Title: Learning Mentor

Responsible to: Head of School

Overall responsibilities:

- To be responsible for providing one-to-one or group or class support to students with barriers to learning and SEND
- To carry out and devise innovative & effective tuition programmes under the leadership of the SENCO and in line with Bedford Free School's ethos of high expectations
- To be responsible for effective administration duties where necessary

Main Duties:

1. To assist the SEN and Pastoral teams in creating, administrating and overseeing programmes of support with regards to raising attainment for all students including those with SEND
2. To provide student support needs including, arranging for literacy and numeracy or lesson support as determined by the SENCO and classroom teachers.
3. To provide student support to a group of students or on a one-to-one basis for an appropriate number of hours a week – (decided on an individual basis for each student)
4. To lead and/or attend regular meetings including parent evening meetings to provide information for review and evaluation purposes – with for example, colleagues, families and external agencies
5. To maintain appropriate records as required by the school
6. To develop and monitor 'Student Learning Passports' or the equivalent in liaison with SENCO and in conjunction with Education Health Care Plans
7. To maintain and update resources
8. To ensure classroom environments and resources are maintained to a high standard to support safe and stimulating learning
9. To organise student inductions where necessary (usually for any students with SEND) in liaison with families, SLT, SEN or Pastoral team

10. To participate proactively in marketing and promotion activities e.g. Open Evenings/Days
11. To provide personal care to students and their families as required
12. To be responsible for promoting and safeguarding the welfare of children and young people in line with the area and school policies and procedures.
13. To analyse data proactively to identify proposed development actions for individual students to maximise achievement.
14. To support the Assistant Principal, SENCO or Pastoral team in ensuring the smooth running of the external and internal examinations
15. To develop our students into becoming responsible, mature and aspirational young adults
16. To be involved in the running of the wider school offer for example electives, library provision or after school homework club

Safeguarding

17. To be responsible for promoting and safeguarding the welfare of students and for raising any concerns in line with School procedures.

Equality and Diversity

18. To be responsible for promoting equality and diversity in line with School policies and procedures.

Health and Safety

19. To be responsible for following health and safety requirements in line with school policies and procedures.

Training and development

20. To participate proactively in training and development including qualification development required in the job role.

Other responsibilities

21. To undertake as required other duties and responsibilities relevant to the job as directed by the SENCO and Leadership Team.



Person Specification

Job title: Cover Supervisor, Exams Administrator and Admin Support

	Essential	Desirable
Qualifications /Training	<ul style="list-style-type: none"> • English and Maths or similar at GCSE grade A-C or equivalent • Level 3 qualifications 	<ul style="list-style-type: none"> • Graduate or recent training in one or more of the following <ul style="list-style-type: none"> ➤ Data analysis ➤ Resource management ➤ Student Behaviour management • First Aid Certificate • Safeguarding training • Equality and diversity training • ECDL or ITQ Level 2 or equivalent

<p>Knowledge/ Experience</p>	<ul style="list-style-type: none"> • Experience of data input/monitoring • Evidence of high performance in previous roles/jobs • Experience of working effectively with people from diverse backgrounds • Experience of working constructively to achieve team objectives and deadlines • Confident IT user 	<ul style="list-style-type: none"> • Experience of tutoring/mentoring others • Experience of providing support to individuals in an educational or care setting • Experience of working with students with learning difficulties and/or disabilities • Experience of teaching or coaching young learners • An understanding how to promote equality and diversity within the job role
---	--	--

<p>Skills/Abilities</p>	<ul style="list-style-type: none"> • Ability to consistently demonstrate high levels of job performance • Ability to communicate effectively and confidently face to face, on the telephone and in writing • Good organisational and time management skills • Good administrative skills, with the ability to maintain accurate, up-to-date records • Ability to work on own initiative and as part of a team • Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution • Ability consistently to support a high quality learning experience for all students and create a welcoming and supportive environment for students • Ability to promote the School's reputation and carry out the School's business appropriately and professionally at all times 	<ul style="list-style-type: none"> • Ability to deal with challenging behaviours and motivate and encourage students • Ability to analyse and present complex data • Aspiration to work in an educational or similar setting
<p>Special Requirements</p>	<ul style="list-style-type: none"> • Responsibility for promoting and safeguarding the welfare of all students • Ability to form maintain appropriate relationships and personal boundaries with children and young people • A willingness to undertake relevant and appropriate staff development • Flexible approach to work and working times • Awareness of health and safety requirements relevant to the job 	