



Martin Primary School
Learning Mentor
JOB DESCRIPTION

General duties
To work with other staff to identify existing and potential barriers to children's learning and positive wellbeing
To work closely with parents/carers, other members of staff and external agencies to achieve a shared understanding of the needs of individual children
To plan and deliver relevant & appropriate support to help remove identified barriers to children's learning and positive wellbeing
To keep up-to-date records on the progress of individual children and to provide regular feedback about the progress of individual children to other relevant staff
To work alongside teachers, support staff and families to promote the effective use of behaviour management strategies
To improve the process of transition for individual into, within and beyond school settings
To support the role of School Council
Promoting children's education and emotional development
Establish constructive relationships with pupils and interact with them according to individual needs
Promote the inclusion and acceptance of all pupils
Encourage pupils to interact with others and engage in activities led by the teacher
Set challenging and demanding expectations and promote self-esteem and independence
Supporting the school's policies and ethos
Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
Contribute to the overall ethos/work/aims of the school
Appreciate and support the role of other professionals.
Attend and participate in relevant meetings as required.
Participate in training and other learning activities and performance development as required.

Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.



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Learning Mentor PERSON SPECIFICATION

	Essential	Desirable
Qualifications and training	The successful candidate will have: <ul style="list-style-type: none">• a minimum of GCSE grade C in maths and English	
Experience	The successful candidate will have experience of: <ul style="list-style-type: none">• working with children ages between the ages of 3 to 11 years in an educational, youth or social services environment	
Knowledge and skills	The successful candidate will be have: <ul style="list-style-type: none">• a good standard of language and numeracy skills• an effective use of ICT to support learning• a basic understanding of child development and learning• the ability to relate well to children and adults• the ability to work constructively as part of a team• the ability to work with pupils and their families in a sensitive and positive way• the ability to demonstrate excellent communication, planning and organisational skills• knowledge and understanding of safeguarding procedures• an awareness and understanding of issues relating to equality of access and opportunity and a willingness and ability to put them into practice in line with the School's Equal Opportunity Policy	<ul style="list-style-type: none">• evidence of relevant training or professional development
Personal qualities	The successful candidate will have: <ul style="list-style-type: none">• a calm and caring nature• excellent verbal and written communication skills• excellent time management and organisation skills• a flexible approach towards working practices• high expectations of self and professional standards• the ability to work as both part of a team and independently• the ability to maintain successful working relationships with other colleagues• the ability to develop and maintain clear records, reports and share information appropriately• high levels of drive, energy and integrity.	

	<ul style="list-style-type: none">• committed to promoting high-quality care of children• committed to playing an active role in children's progress and development• dedicated to promoting their professional development• able to plan and take control of situations• able to work with sensitivity and maintain confidentiality when working with families/carers• committed to contributing to the whole school and its community• capable of handling a demanding workload and successfully prioritising work• professionally assertive and clear thinking.	
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