

Learning Mentor

Monks Orchard Primary School

Job Description

The learning mentor will provide a complementary service to teachers and other staff, addressing the needs of the children who require assistance in overcoming or working with barriers to achieve their full potential, or accessing the curriculum. The mentor will be a key member of the school's Inclusion Team and will liaise with mentors working in other Trust schools.

The mentor will work with a range of pupils, but give priority to those who need the most help – especially those experiencing multiple disadvantages including:

- Children with Special Educational Needs
- Children with medical needs
- Children with challenging behaviour
- Children suffering with anxiety
- Children who are young carers

The mentor will predominately work with children; however, their remit will include developing good relationships with parents/carers at the school and encouraging parental involvement in the school and its activities. The mentor will work with children both on a one-to-one basis or with groups acting as a:

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| • Listener | • Facilitator for learning and change |
| • Encourager | • Role Model |
| • Motivator | |

Core Purpose

- Work with children whose behaviour and disaffection has significant impact upon their attainment
- Support the ethos and values of the school
- Improve pupil progress and achievement by helping to minimise barriers to learning and maximise pupil engagement and participation

General Responsibilities

1. To devise, implement and evaluate specialised programmes of work to encourage and promote a pupil's social, emotional and behavioural development
2. To work with teaching staff and/or other support staff in devising and implementing individual learning plans to promote pupils' academic, social, emotional and behavioural development
3. To plan and facilitate structured games and activities to support pupils to make appropriate use of unstructured times (i.e., lunchtime)
4. To plan and draw up approaches that could be used to support pupils both individually and within a group.

5. To train and support identified school staff by modelling approaches with a view to staff feeling confident and able to use these approaches independently
6. To organise and run extracurricular clubs during lunch times
7. To help pupils manage and resolve conflict by using and teaching them a variety of strategies
8. Work effectively and collaboratively with teachers, support staff and external agencies as required to ensure effective support provision for all our pupils
9. Under the direction of SLT/Inclusion team, help to create criteria for identifying those students who need mentor support
10. Help plan the reintegration of students after extended periods of absence or exclusion
11. Provide outreach to families whose home circumstances appear to present a significant barrier to successful learning and work with parents to help the student achieve their targets
12. Identify, in collaboration with other members of the Inclusion Team and SLT, children who would benefit from mentoring
13. Networking with other mentors to share best practice
14. Help to create a directory of resources, activities, organisations and support services which can be drawn upon by staff/parents to support children identified
15. Organise appropriate training for teaching assistants
16. Regularly monitor and reward the achievement of children working with you
17. Attend and participate in multi-disciplinary meetings contributing to the sharing of information and/or planning in relation to specific pupils
18. Undertake a range of administrative duties relevant to the post
19. Participate as required in relevant training which has been identified by the SLT. This will include a planned induction period which will be supported by experienced mentors working across the Trust
20. Ensure confidentiality is maintained at all times
21. Undertake any other duties relevant to the role as requested by the SLT

All schools and services in FACT Trust are committed to safeguarding and promoting the welfare of young children and young people. Therefore, all workers and employees within FACT are expected to share this commitment.