

JOB DESCRIPTION



Job title:	SEND Mentor
Responsible to:	SEND Lead
Job purpose:	To engage successfully with the named student and build a positive and productive relationship, which will foster learning and ensure the named student becomes a successful learner. To lead and deliver skill specific interventions based on core SEN needs.
Key internal contacts:	SENCO SEND Team SLT Teachers Students
Key external contacts:	Parents/Carers Outside Agencies
Special consideration:	Hold a clear Enhanced DBS check

Key duties and responsibilities:

1. To be aware of school policies and procedures and support the school ethos.
2. To liaise with staff as appropriate, to enable effective support of the student's learning.
3. To promote a key learning area, taking key groups or students out where identified to allow students to reach age appropriate levels.
4. To help the student develop organisational skills and become a more effective independent learner.
5. To be aware of the student's individual needs and appropriate strategies for addressing them.
6. To help motivate the student and build his/her self-esteem.
7. To assist teaching staff with all aspects of teaching and learning to support student progress.
8. To establish a supportive and trusting relationship with the students.
9. To respect and maintain confidentiality of sensitive information on file, or that divulged by staff, parents and students, in accordance with school policy.
10. To ensure that school policies are known and adhered at all times.
11. To promote the school positively within the local community and outside agencies.
12. To attend relevant meetings and INSET.
13. To engage in SEND team meetings, understanding allocations and managing personal timetable.
14. To engage in CPD and development opportunities to become an expert in interventions being led.
15. To maintain key records for intervention liaising with SENCO to transfer this information to Edukey.
16. With support of the SENCO liaise with key leaders and teachers to ensure interventions link to class focus.
17. To support the next steps for students by working with the SENCO to provide information regarding assessments and interventions.

Trust

1. Promote the Trust's core themes of working with vulnerable young people and helping them to flourish;
2. Promote the safeguarding and welfare of children and young people; Complying with the Trust's policies and procedures (e.g. equal opportunities and health and safety);
3. Ensure high standards of behaviour and dress are maintained.
4. Attend Trust/Academy briefings, meetings and events as required by the Executive Principle or Headteacher.

Additional duties

You may be required to carry out additional duties, as the Executive Principle or Headteacher may reasonably request, which are commensurate with the post.