

**JOB DESCRIPTION**

**Name:**

**Post:** Learning Mentor

**Establishment:** Queen’s Park Academy

**Reporting to:** Principal

**Hours of work:**

**Purpose:**

To assist school staff in supporting all pupils (with emotional and behavioural difficulties).

To supervise and support targeted students both individually and in groups.

To help students achieve learning and behavior targets as specified in IEP’s, Pastoral support plans and Personal Education Plans

**Main Duties & Responsibilities:**

1. To motivate and support students in a variety of learning situations in a variety of

settings.

2. To supervise students during breaks and lunchtimes and before and after school.

3. To help students develop study, organizational and social skills.

4. To build students’ confidence and motivation.

5. To oversee students working on individual programmes and in small groups.

6. To support behavior and attendance.

7. To improve relationships with parents and carers and consulting with them regularly.

8. To promote regular attendance which may include transporting or escorting students.

9. To monitor and record progress of target students.

**Additional duties:**

In addition to core responsibilities, most learning mentiors will lead/develop one or two additional areas of provision such as:

* A vocational area
* Emotional literacy programmes
* Social skills
* Positive attendance strategies

**General:**

1. To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
2. To comply with, promote and act in accordance with all school policies.
3. To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
4. To complying with data protection legislation and expectations for confidentiality.
5. To develop your effectiveness in a support role through up-dating your knowledge and skills and seeking and taking account of constructive feedback on your performance.
6. To identify and agree personal development objectives with the line manager.
7. To make effective use of the development opportunities available to you.
8. To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the School Safeguarding Policy.
9. Any other duties commensurate with this post as directed by the Office Manager.

**This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.**

**Post Holder: ……………………………………………… Date: ………………………**

**Head of School: …………………………………………. Date: ………………………**

**THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974**

**Queen’s Park Academy is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful application’s background credentials, including enhanced CRB checks.**

**HIGH EXPECTATIONS LEAD TO HIGH ACHIEVERS**

**QUEEN’S PARK ACADEMY IS PART OF THE AMBITIONS ACADMIES TRUST**