



Sudbourn Primary School

Learning Mentor

Job Title	Learning Mentor	Scale	5
Team	Support	Spinal Point	12 to 15
Reports to	SENDCo and School's Leadership and Management Team	Direct Reports	-
Hours Per Week	35 hours per week	Contract Type	Fixed term to 31 st August 2027
Work Pattern:	39 weeks per year (term time only)		
Job Purpose			
• To provide support and guidance to children, young people and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential. • To provide a complementary service that enhances existing provision in order to support learning, participation and encourage social inclusion by developing and maintaining effective and supportive mentoring relationships with children, young people and those engaged with them. • To work within an extended range of networks and partnerships to broker support and learning opportunities and improve the quality of services to children and young people.			

Roles & Responsibilities
- To facilitate children and young people's learning and development through mentoring by identifying learning and development needs, planning for how these needs will be addressed through mentoring and reviewing the effectiveness of mentoring. - To contribute to the identification of barriers to learning for individual children and young people and provide them with a range of strategies for overcoming the barriers. - To develop, agree and implement a time bound action plan with groups and individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs and to maintain accurate records of work for each identified pupil. - To support children and young people's successful transfer and transition in learning and development contexts. - To support children to be safe, healthy, enjoy school, achieve, and make a positive contribution to the school and the community. - To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement.

- To contribute to the protection of children and young people from abuse.
- To develop and maintain appropriate contact with the families and carers of children and young people who have identified needs and to keep them informed about the pupil's needs and progress, and to secure positive family support for the pupil.
- To facilitate access to specialist support services for children and young people with barriers to learning.
- To negotiate, establish and maintain effective working partnerships with other agencies and individuals in order to address needs and help remove barriers to learning for children and young people
- To attend network meetings with other learning mentors and contribute to the identification and sharing of good practice between individuals to enhance mentoring provision.
- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.
- To meet regularly with the designated line manager to report on progress of identified pupils.
- To liaise closely with the staff in school to ensure that everyone understands and supports the strategies being used by the Learning Mentor to develop the pupils' skills for learning and learning behaviours.
- To work closely with other identified members of staff.
- To review own contribution to the school.
- To continuously develop your own role, taking responsibility for identifying and addressing training and development needs.
- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.
- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Designated Safeguarding Lead / Headteacher any incident of this nature you witness, hear about or suspect.
- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives
- When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

Person Specification

ESSENTIAL

Qualifications & training:

- A good level of literacy and numeracy skills with at least a qualification at GCSE grade 4 / C, NVQ level 2, or equivalent.

Experience:

- Experience of working with children and young people, taking a keen interest in and supporting their learning, welfare and achievements in either in a paid or voluntary capacity.

Skills, abilities and knowledge:

- Ability to establish and develop effective one-to-one mentoring and other supportive relationships with children and young people.
- Ability to provide a good role model to children and young people and a commitment to helping children and young people achieve their potential.
- Knowledge and understanding of child protection and health and safety practices and procedures.
- Good listening skills and the ability to communicate effectively with children and young people, families, school staff and a range of other professionals.
- Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation.
- Ability to exercise initiative, work independently and take responsibility for the delivery of a programme.
- Ability to work flexibly.
- Ability to work effectively in a team and to work with individuals, institutions and organisations.
- Ability to communicate well through a variety of means (verbally and written).
- Understanding and awareness of equal opportunities, experience of strategies to promote equality of opportunity and a commitment to work within the Council's Equal Opportunities Policy.
- Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.

DESIRABLE

- Experience of working in a school, college youth or social work setting.
- Experience of helping children and young people to find out and use services and facilities.
- Relevant qualification in education, social work, youth work or similar profession.
- Evidence of relevant training and/or professional development.
- Knowledge and experience of working with multiple support agencies.
- Ability to use ICT for administration and learning.