**JOB DESCRIPTION**

**Job Title:** Learning Mentor

**Hours:** 35 per week

**Scale:** Grade E

**Responsible to:** Assistant Headteacher (Pastoral Care & Guidance)

**Important Functional Internal Relationships:**

Inclusion Manager, Headteacher, teaching and support staff, site team, pupils

**Important External Relationships:**

LA officers, external agencies, parents

**Main Purpose of Job:**

To help vulnerable and sometimes challenging pupils with a variety educational needs access the curriculum using an inclusive, restorative approach.

**Main Responsibilities / Duties of the Job:**

1 To help with the care and support of pupils:

* With Behavioural, Emotional and Social Development Needs;
* Who may belong to one or more underachieving groups within the school community
* Returning from exclusion
* On personalised timetables

2 To be familiar with the needs of individual pupils and strategies to employ in order to help pupils make progress.

3 To provide support for an individual or a group of pupils which enables them to tackle tasks and become more independent learners.

4 Contribute to the management of pupil behaviour by keeping individual pupils on task and dealing with individual welfare issues

5 To keep records on the pupils’ progress in order to feedback at monthly Inclusion meetings.

6 To offer feedback on pupils learning to teachers as appropriate so that he/she can adjust the challenge or pace of learning in later lessons.

7 To assist in the preparation of classroom resources under the guidance of the Inclusion Manager.

8 To promote pupils’ social and emotional development by offering guidance and support.

9 To build effective working relationships with teaching staff.

10 To contribute to liaison with parents/external agencies as appropriate.

11 To review and develop your own professional practice in liaison with the Inclusion Manager.

12 Assist in the movement and personal care of students with physical impairments, if necessary.

*‘This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.’*

January 2020