



JOB DESCRIPTION

Job title: Learning Mentor

Grade: Sc 4 to Sc 5 - 36 Hours Per Week Term Time Only

Responsible to: Lead Learning Mentor

Supervisory responsibility: n/a

RESPONSIBILITIES OF ALL STAFF

- To support the whole school vision, values and expectations
- To act upon the duties and responsibilities arising from the Children Act 2004, 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education'
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To demonstrate commitment to Equal Opportunities
- To show commitment to whole school expectations 'Ready Respectful Safe' as outlined in the Code of Conduct
- To show commitment to the School Growth Plan priorities by attending meetings or training as required and working towards annual Professional Growth Plan targets
- To carry out duties associated with the role which are reasonably assigned by the headteacher

RESPONSIBILITIES OF LEARNING MENTORS

- Use a range of skills, training and experience to support students in their pastoral needs
- Contribute to the planning, development and evaluation of evidence based interventions to support specified areas of behaviour support
- Contribute to the creation and maintenance of purposeful, orderly and productive working environment
- Provide reports on student progress in specified area of learning support to contribute to the annual review process using school systems
- Provide specialist advice and guidance as required
- Manage the supervision of students suspended from, or otherwise not working to, a normal timetable
- Attend to students' personal needs and provide advice to assist in their social, health & hygiene development
- Establish productive working relationships with students, acting as a role model
- Arrange and develop 1:1 mentoring arrangements with students as assigned by the Pastoral Team
- Provide support for distressed students as required
- To support managing the speedy and effective transfer of students across phases and the integration of those who have been absent
- Provide information and advice to enable students to make choices about their own learning, behaviour and attendance

- Challenge and motivate students, promote and reinforce self-esteem
- Maintain record keeping systems and processes
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Contribute to the development, implementation and monitoring of systems relating to attendance and punctuality
- Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning
- Determine the need for, prepare and use specialist equipment, plans and resources to support students
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Administrative support e.g. photocopying, typing, filing, dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc., making phone calls etc.
- Attend and participate in regular meetings with external agencies as required
- Participate in training and other learning activities as required