



Job Description

Job Title: Learning Mentor

Salary Grade: £19,000 - £23,000 salary dependant on experience and qualifications

Hours: 8:30am – 5pm

Reporting to: Deputy Headteacher

Job Purpose

- To work under the instruction/direction of senior manager/teaching staff to support the delivery of quality learning and teaching of pupils with special educational needs. Work with children and young people who have a range of significant and often complex SEND for example those with autism, social, emotional and mental health difficulties, or moderate learning difficulties including, in some instances, those with medical conditions and those who exhibit challenging behaviour. To undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher;
- To undertake 1:1 work/care/support programmes in the pupil's home or other setting (as arranged by the school) to enable access to learning for pupils who are unable to attend school and are enrolled on the school's transition / outreach programmes.
- To encourage the participation of pupils in the social and academic processes of the school and enable pupils to become more independent learners.
- To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Duties and responsibilities

1. Support for Pupils, Teachers and the Curriculum
 - Work collaboratively with teachers and other professional agencies to provide effective support for learning activities;
 - Awareness of and work within school policies and procedures especially when and in context to supporting pupils with their learning in their homes;
 - To work with children and young people who have extremely complex needs and, in some instances, serious medical conditions. Providing an appropriate level of emotional and physical support where necessary;
 - To provide support under the direction and supervision of teaching staff to assist pupils on transition and outreach programmes to access the curriculum and participate fully in school activities;
 - Deliver lessons to small groups under the guidance of the teacher
 - Support pupils to understand instructions, support independent learning and inclusion of all pupils;
 - Provide support to pupils who have communication difficulties also where English is an additional language;
 - Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate;



- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;
- Provide support for pupils with challenging behaviour taking account of support plans and risk assessments under the direct supervision of a teacher;
- Support the teacher in monitoring, assessing and recording pupil progress/activities;
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
- Support the use of ICT in the curriculum;
- Support pupil learning through play and planned learning activities;
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements;
- Prepare and present displays;
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate in line with school policies and procedures;
- Assist in the development of pupil support plans (such as EHCP and Individual Behaviour Plans);
- Undertake pupil record keeping and maintenance of records as requested; • Invigilate examinations and tests;
- Assist with the supervision of pupils before school, break times, lunchtimes and after school clubs as required;
- Provide cover to supervise a class and/or small group on an unexpected non-timetabled basis only;
- Assist in escorting and supervising pupils on educational visits and out of school activities under the direction of a teacher / senior leader and in accordance to the school's policy, procedures and risk assessments;
- Maintain of a clean, safe and tidy learning environment;
- Support pupils in developing and implementing their own personal and social development;
- Provide basic first aid, liaising with senior leaders and medical staff and if appropriate referral to health service in emergency cases;
- May be asked to administer medications subject to agreement and in line with school policy;

2. Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;



- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals;
- To attend morning briefings, staff meetings and parents' evenings as required;
- Participate in training and other learning activities and performance development as required to meet individual pupil and staff needs;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory



Person Specification		
Qualifications and Training <i>Evidenced through: Application</i>	Essential	Desirable
GCSE Grade 4 English and Maths	X	
Experience <i>Evidenced through: Application</i>	Essential	Desirable
Experience working in a school environment or other educational setting	X	
Experience working with children/young people with SEND and/or short-term difficulties (e.g. behavioural difficulties, mental health, physical disabilities)		X
Experience supporting and working with parents of young people with SEND / additional needs		X
Skills and Knowledge <i>Evidenced through: Application</i>	Essential	Desirable
Knowledge of SEN in Education		X
Knowledge of methods to support students with SEN		X
Safeguarding of children and young people	X	
Personal Qualities <i>Evidenced through: Application</i>	Essential	Desirable
Patient and calm	X	
Desire to provide the best possible opportunities for all pupils	X	
Able to create good relationships with children, staff, parents and external agencies	X	
Organisation, time management, proactive and self-motivated	X	
Committed to safeguarding young people	X	