Job description: Academic Learning Mentor

Our Mission

Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live

To achieve excellence in all aspects of school life.

Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	To support students with extra needs to overcome learning barriers and make progress across the curriculum.
Line management	Responsible to the Head of Academic Support (SENCO)
Main duties and responsibilities:	**General:** ● To work with other professionals, both internal and external when necessary. ● To adhere to and work within the College's practices and policies including relating to Safeguarding, Health & Safety, Data Protection, Confidentiality, and Equal Opportunities ● Participate as required in Thurston performance management process and take part in appropriate training and development activities. ● Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs ● To provide supervision at break and lunchtimes as required ● All staff have a responsibility to safeguard and promote the welfare of children and young people within the College. ● Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility. **Main Responsibilities:** ● To assist Thurston Community College with promoting the very highest standards learning support, so that all students aim high and therefore make excellent progress during their time at Thurston. **Support for Students:** ● Encourage students to interact and work cooperatively and engage with all activities. Promote independence and employ strategies to recognise and reward achievement. ● Supervise and provide particular support for students, including those with SEN, ensuring their safety and access to learning activities. ● Assist with the development and implementation of individual Education/Behaviour Plans and Personal Care Programmes. ● Establish constructive relationships with students and interact with them according to individual needs.

	● Promote inclusion and acceptance of all students. ● Set challenging and demanding expectations and promote self-esteem and independence. ● Provide feedback to students in relation to progress and achievements under guidance of the teacher. ● Undertake structured and agreed learning activities/teaching programmes, advising activities according to student responses. ● Undertake programmes linked to learning strategies e.g. literacy, numeracy, KS1/2, foundation etc. and feedback to teacher. ● Support the use of ICT in learning activities and develop student's competence and independence in use. ● Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assess students in their use. ● To support designated students during exams as a reader/scribe. **Support for Teachers** ● Assist with creating and maintaining a purposeful, orderly and supportive environment. ● Plan learning activities and support students to achieve learning goals. ● Monitor the response of students to learning activities and record achievements/progress as directed. ● Determine the need for, prepare and maintain general and specialist equipment and resources and assist students in their use. ● Provide and record detailed and regular feedback to teachers on students' achievements, progress, problems etc. ● Promote good student behaviour, dealing with incidents in line with School Policy and encouraging students to take responsibility for their own behaviour. ● Undertake routine marking of students' work. ● Establish constructive relationships with parents/carers. ● Be responsible for keeping and updating records as agreed with the SENCO, through the monitoring and evaluation of students' responses to learning activities through observation of achievement against pre-determined learning objectives. ● Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to students' responses/needs. ● Administer routine tests, invigilate exams, and accurately record achievement and progress

Person Specification

Category	Essential	Desirable	Evidence from
Education/ Qualifications	● GCSE Grade C or 4 English and maths ● Basic IT skills	● Level 3 (A level) and above qualifications	Application form
Experience	● A commitment to hard work and raising standards ● The ability to contribute to developments within the SEND department and increase the profile of the department ● The ability to work proactively and independently ● The potential for career development ● Working with children or Young People	● Experience of working with children who have behavioural needs ● Experience working with children who have SEND need	Application form interview
Personal Qualities	● Enjoyment in the company of children ● Plenty of energy, enthusiasm and imagination ● Good communication skills ● Ability to work in a team ● A good sense of humour ● A commitment to equal opportunities ● High expectations of students' achievements and progress ● Patience and adaptability ● Willingness to learn within the role ● A good role model to children: personal presentation, clear communication, professional approach to children	● Willing to contribute to the wider life of the school	Interview References