**NEW MARSTON PRIMARY SCHOOL**

**JOB DESCRIPTION - Mentor**

**To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for individuals and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.**

**SUPPORT FOR PUPILS**

* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Develop and implement Pupil Profiles and Individual Behaviour Plans
* Promote the inclusion and acceptance of all pupils within the classroom
* Support pupils constantly whilst recognising and responding to their individual needs
* Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to pupils in relation to progress and achievement
* Liaise with parents as appropriate

**SUPPORT FOR TEACHERS**

* Organise and manage appropriate learning environment and resources
* Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
* Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against learning outcomes.
* Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
* Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
* Supporting the role of parents in pupils’ learning and contributing to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
* Administer and assess/mark tests and invigilate exams/tests
* Production of lesson plans, resources, plans etc.

**SUPPORT FOR THE CURRICULUM**

* Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
* Deliver local and national learning strategies e.g. English, Maths, EYFS curriculum and make effective use of opportunities provided by other learning activities to support the development of pupils’ skills
* Use ICT effectively to support learning activities and develop pupils’ competence and independence in its use
* Select and prepare resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds
* Advise on appropriate deployment and use of specialist aid / resources/ equipment

**SUPPORT FOR THE SCHOOL**

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
* Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
* Deliver out of school learning activities within guidelines established by the school
* Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class