



Job Description

Job Title:	Learning Mentor
Grade:	VIAT 5
School / Department:	The Lenham School
Base:	The Lenham School
Hours:	37 hours per week, Term Time Only
Reports to:	Associate Assistant Headteacher
Accountable to:	Headteacher

1. Job Summary

- To provide one to one, small group and class-based support to meet the needs of identified students, including students with Physical Disabilities. You will be crucial in supporting students with their learning, development and progress in all areas of the curriculum and within a range of learning contexts.

2. Key Working Relationships

- Headteacher;
- Head of Year;
- Teachers and Students;
- Safeguarding and health and safety leads.

3. Key Responsibilities

a. Areas

- Developing a 1:1 mentoring relationship with students identified as needing support.
- Delivering medical support as directed by the individual pupils needs and health care plan.
- Developing and providing personalised learning support as needed across the curriculum to support individuals or identified groups of students.
- Devising, implementing and evaluating individual student action plans to enable students to access learning activities and raise achievement.
- Attending lessons with students to support them in the classroom as necessary.
- Assisting students to increase their knowledge, understanding and skills across the curriculum.
- Liaising with SENCO & Assistant SENCO to identify students where there are barriers to learning.



- Developing strategies for identified target groups and individuals as agreed with the SENCO & Assistant SENCO
 - Supporting individual students in developing strategies to develop their study skills, organisation and revision techniques.
 - Assisting students with their homework, coursework, organisational skills etc. in order to provide additional support.
 - Raising student self-esteem by showing interest not only in their work but their general well-being.
 - Delivering and using a range of specific SEN assessments to gain further understanding about a student's strengths and difficulties.
- b. Safeguarding**
- As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.
- c. Equality and Diversity**
- The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

4. Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION – LEARNING MENTOR

This person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet and demonstrate the requirements of the person specification. This information will be obtained from your letter of application.

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good standard of education (5 x GCSE's – Mathematics, English C or above) 	<ul style="list-style-type: none"> • Education to A Level standard
Experience	<ul style="list-style-type: none"> • Experience of supporting learners in a secondary school setting • Experience of working collaboratively as part of a team to identify and remove barriers to learning for individuals with SEN 	<ul style="list-style-type: none"> • Experience of a range of access and support strategies to support students with SEN to engage successfully with the curriculum • Experience of working as a learning mentor (or similar) in a secondary school setting
Knowledge	<ul style="list-style-type: none"> • Awareness of and enthusiasm for VIAT education standards • An understanding of different approaches that can be used to support learners with SEN • An understanding of different areas of SEN, including ASD, dyslexia and SEMH 	<ul style="list-style-type: none"> • Specific knowledge about different areas of SEN, and strategies and approaches that will be effective in supporting students with those needs
Skills	<ul style="list-style-type: none"> • Be able to work with others to identify and address individual barriers to learning • Be able to use a range of different, personalised teaching and learning strategies • Excellent verbal communication skills- able to give positive feedback to students about strengths and how to improve and develop their skills further • Excellent written communication skills • Excellent planning and organisation skills. • Ability to prioritise and multi task • Time management skills are key • Good IT skills 	<ul style="list-style-type: none"> • Experience of sharing and disseminating knowledge and understanding about SEN and barriers to learning with others

Attributes	<ul style="list-style-type: none">• Good inter-personal skills and the ability to build positive and professional relationships with students and colleagues• Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure• A warm and welcoming manner• The ability to manage self & time well• A positive approach to self-improvement, a desire to act upon advice and feedback• Ability to give advice and instruction in a helpful and professional manner	
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