



Job Description: Learning Mentor

School: St Peter-in-Thamet CE Junior School

Grade: KSC (previously KR5) pro-rata 20 hours per week TTO

Responsible to: SENCO/Deputy Head

Purpose of the Job:

To mentor pupils on an individual or group basis and support them in addressing barriers to learning, raise aspirations and achieve their full potential.

Key duties and responsibilities:

1. Liaise with teaching staff, EWOs and other agencies to identify students in need and support in the assessment of appropriate support strategies.
2. Devise, plan, implement and action plans in conjunction with teaching staff. Contribute to the monitoring and evaluation of the effectiveness of support strategies
3. Develop a mentoring relationship with targeted students either on a 1:1 or group basis to implement agreed action plans and motivate / raise their aspirations
4. To facilitate group activities to address particular areas of need eg social skills, behaviour / conflict management, study skills
5. To provide students with support to develop their study and organisational skills
6. To support students in the transition between phases, the integration of new students to the school and the reintegration of students excluded from the school.
7. Support the implementation of IEPs, Behaviour Plans, Personal Care Programmes, Curriculum Planning and Assessment.
8. Promote self-esteem in pupils.
9. Provide feedback to pupils on their progress and achievement in line with school policy. Evaluate learning and provide feedback to the teacher / SENCO as needed.

10. To support senior staff in meeting the pastoral needs of students
11. To maintain accurate records and share information with colleagues as appropriate and refer on as required
12. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Support for the School

1. Contribute to the overall work, smooth running and ethos of the school.
2. Appreciate and support the role of other people in the team.
3. Attend and participate in meetings as required.
4. Improve one's own practice through training, self-evaluation and performance management.
5. Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
6. Assist with the supervision of pupils out of directed lesson time, including before and after school and at lunchtime, within working hours.
7. Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under teacher supervision.

Person Specification: Learning Mentor

	CRITERIA
QUALIFICATIONS	Knowledge and skills equivalent to national qualifications level 3
EXPERIENCE	Previous experience of working with students and families in the public, private or voluntary sector Experience of facilitating group work
SKILLS AND ABILITIES	Knowledge of coaching / mentoring strategies Ability to build rapport, engage and motivate others Good interpersonal and excellent communication, listening and observation skills Ability to deal with difficult/sensitive situations Ability to manage confidential information Organisational abilities and accurate record keeping skills. Ability to work without immediate supervisions within the boundaries of the role
KNOWLEDGE	Sound knowledge and understanding of child growth and development Knowledge of barriers to learning Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting