



# LEARNING MENTOR

## THE LENHAM SCHOOL

JOB DESCRIPTION	
<b>Job Title</b>	Learning Mentor
<b>Grade</b>	VIAT 5 (£26,256 - £27,096 pro-rata)
<b>School / Department</b>	The Lenham School
<b>Base</b>	The Lenham School
<b>Hours</b>	Term time only, 37 hours per week
<b>Reports to</b>	SENCO
<b>Accountable to</b>	Head of SEND

### Job Summary

The role provides individualised support to key students with SEND to help them to effectively access learning across the curriculum and make progress with personalised SEN outcomes and provision targets.

The role will include working with key students with a range of SEND, which may include students with Visual Impairments, Physical Disabilities, Learning Difficulties (including for students who require access to a primary curriculum), Speech, Language and Communication Needs, Autism and Social, Emotional and Mental Health needs.

### Key Working Relationships

- Head of SEND
- SEN and Disability department team

### Key Responsibilities

- Develop a 1:1 mentoring relationship with students identified as needing support.
- Develop and provide personalised learning support as needed across the curriculum to support individuals or identified groups of students.
- Contribute to devising, implementing and evaluating individual student SEN Support Plans and EHCP Provision Plans action plans to enable students to access learning activities and raise achievement.
- Attend lessons with students to support them in the classroom as necessary.
- Assist students to increase their knowledge, understanding and skills across the curriculum.
- Liaise with the Head of SEND, HOY & SENCO to identify students where there are barriers to learning.
- Develop strategies for identified target groups and individuals as agreed with the Head of SEND, HOY & SENCO.
- Support individual students in developing strategies to develop their study skills, organisation and revision techniques.
- Assist students with their homework, coursework, organisational skills etc. in order to provide additional support.
- Raise student self-esteem by showing interest not only in their work but also in their general well-being.
- Deliver and use a range of specific SEN assessments.

## **Safeguarding**

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

## **Equality and diversity**

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## **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		
AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education (5 x GCSEs – Mathematics, English C or above)</li> </ul>	<ul style="list-style-type: none"> <li>• Education to A Level standard.</li> <li>• Learning support or teaching qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supporting learners in a primary or secondary school setting.</li> <li>• Experience of working collaboratively as part of a team to identify and remove barriers to learning for individuals with SEND.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of a range of access and support strategies to enable students with SEN to engage successfully with the curriculum.</li> <li>• Experience of working as a learning mentor (or similar) in a school setting.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Awareness of and enthusiasm for VIAT education standards.</li> <li>• An understanding of different approaches that can be used to support learners with SEND.</li> <li>• An understanding of different areas of SEND, including ASD, dyslexia and SEMH.</li> </ul>	<ul style="list-style-type: none"> <li>• Specific knowledge about different areas of SEND, and strategies and approaches that will be effective in supporting students with those needs.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Be able to work with others to identify and address individual barriers to learning.</li> <li>• Be able to use a range of different, personalised teaching and learning strategies.</li> <li>• Excellent verbal communication skills- able to give positive feedback to students about strengths and how to improve and develop their skills further.</li> <li>• Excellent written communication skills.</li> <li>• Excellent planning and organisation skills.</li> <li>• Ability to prioritise and multi-task.</li> <li>• Time management skills are key.</li> <li>• Good IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of sharing and disseminating knowledge and understanding about SEN and barriers to learning with others.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Good inter-personal skills and the ability to build positive and professional relationships with students and colleagues.</li> <li>• Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure.</li> <li>• A warm and welcoming manner.</li> <li>• The ability to manage self &amp; time well.</li> <li>• A positive approach to self-improvement, a desire to act upon advice and feedback.</li> <li>• Ability to give advice and instruction in a helpful and professional manner.</li> </ul>	