



Job Description for Learning Mentor

Job Title:	Learning Mentor
Reports to:	Head of School
Job Holder's name:	
Pay Grade:	Kent Scheme C
Date:	September 2026

Purpose of Job:

To assist in the support and integration of children with behavioural, emotional or social needs within the school. To work effectively with individual children and/or small groups under the direction and supervision of the Head of School.

Principal Accountabilities:

- To be flexible and willing to work with children from 4 years to 11 years old and to establish supportive relationships with identified children based on an understanding of the specific needs involved.
- To encourage children to develop in motivation and self-esteem and improve their social skills.
- To support individual children who have emotional, behavioural and/or social difficulties in accessing the school curriculum. Support to include specific programmes for issues such as Anger Management, social skills and other such interventions, e.g Drawing and Talking.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc. whilst creating and maintaining a purposeful, productive and safe working environment to ensure pupils learning needs are met.
- Undertake basic record keeping regarding pupils identified as needing Inclusion input.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own Continued Professional Development.
- To assist children with life skills, including organisation, in order to provide additional support particularly at transition stages and to assist with any social story work required by the children.
- To support the learning of all children by removing disruptive children for set periods, with appropriate work (given by class teacher) where necessary.
- To provide alternative lunch time provision for those children who find social situations challenging and distressing and to provide a 'chill out' space when necessary. Children accessing these provisions will need to be given a pass in order to do so.



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- To use standard assessment resources in order to identify specific needs, e.g. dyslexia, dyscalculia. □
To liaise with parents regarding children's needs as and when appropriate.

General:

- Present the school in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Promote equality for all individuals.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.
- Regularly check emails and pigeonhole for correspondence.
- Undertake professional duties that may be reasonably assigned by the Line Manager or Senior Leaders.
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Appraisal Process.

Signed

Date