**Ditton C of E Junior School**

** Job Description**

**Learning Mentor**

**Key Areas and Accountabilities**

1. To research, plan and deliver 1-2-1 mentoring/support sessions with identified pupils on a range of subjects that may be hindering individual learning.
2. To research, plan and deliver group sessions/workshops with identified pupils on a range of subjects that may be hindering their learning.
3. To provide in-class support for named pupils, for part of the working week, where and when required, in liaison with the Inclusion Manager.
4. To plan and deliver a wide range of extra-curricular activities which promote learning, good behaviour, better social skills and well-being.
5. To work with the Inclusion Manager to ensure Year 6 has a smooth transition to secondary school and on the induction for Year 2 pupils to Year 3.
6. To assist where and when necessary with the induction of pupils other than in Year 3.
7. To liaise with teaching staff, keeping them well informed about their pupils which you mentor/support.
8. To ensure the Designated Safeguarding Lead is informed immediately of any concerns relating to safeguarding in relation to the pupils you mentor/support.
9. To attend team and school meetings and those that are specifically in relation to the pupils that you mentor/support, such as pastoral support programmes or liaison with multi agencies.
10. To maintain accurate records on named pupils which measure the impact of your intervention.
11. To provide regular written reports on your work as a Learning Mentor.

**General**

1. To attend school and relevant wider based training sessions as required or necessary.
2. To attend meetings and undertake duties as reasonably directed by the Headteacher.