

## JOB DESCRIPTION

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| <b>Job Title:</b>           | Learning Mentor                               |
| <b>Grade:</b>               |   |
| <b>School / Department:</b> | Valley Park School                            |
| <b>Base:</b>                | Valley Park School                            |
| <b>Hours:</b>               | 37 hours per week, 190 days per academic year |
| <b>Reports to:</b>          | Head of Foundation Learning Department        |
| <b>Accountable to:</b>      | Deputy Headteacher                            |

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### 1. Job Summary

To provide a complementary service to existing teachers and pastoral staff within the school, addressing the needs of children, supporting them in overcoming barriers to learning and enabling them to achieve their full potential thereby supporting the school to raise standards of achievement, improvement, attendance and raise standards of behaviour

#### a. Particular 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.
- Devise, implement and evaluate individual student 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 Foundation Learning Department, 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 Foundation Learning Department, 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 their general well-being

- Deliver and use a range of specific SEN assessments to gain further understanding about a student's strengths and difficulties.
- Support with the development and ongoing maintenance of the SEN Resource Centre- developing and filing appropriate resources; keeping up to date records of support given and the impact of it.

## 2. Key Working Relationships

- Head of Foundation Learning Department
- Foundation Learning Department team

## 3. Key Result Areas

### a. Data Protection

- Work within the requirements of Data Protection at all times

### b. Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### c. Equality and Diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

## 4. Statement

Evaluate and improve own practice and take responsibility for personal professional development.

The list of duties in the 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.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed: ..... Date: .....