

# Brook Learning Trust

## The High Weald Academy

**Job Title:** Learning Mentor - AEN

**Responsible for:**

Progress of identified students in the subjects in which the post holder is deployed

**Job Purpose:**

To provide support to individual students, or small groups of students, within normal lessons. Where required, to teach special withdrawal groups to enable designated pupils to make more rapid progress in knowledge and understanding in subjects where they require additional support. Pupils from some or all of the categories specified below may be part of a support group at any one time

**Key Responsibilities:**

- To support pupils in receipt of Pupil Premium and Free School Meals to make at least expected progress
- To provide support to students identified on the Additional Educational Needs register as required and as instructed, particularly those with Education Health Care Plans or in receipt of High Needs Funding
- Assist in drawing up and undertaking the delivery of an individual student learning support programme, either in withdrawal groups or within the classroom, to ensure delivery of the individual's targets
- To monitor and evaluate the impact of all student learning programmes, reporting to the SENCo
- Assist the teacher with observation and monitoring of the progress of students, maintaining accurate records within the additional needs provision in order to ensure documentation of all interventions with students
- Promote positive behaviour patterns, raise self-esteem and improve independent working in students to assist in their education and growth
- Assist the teacher where necessary with preparation [and clearing away] of the classroom and materials to ensure effective and efficient teaching
- To liaise with parents/carers where appropriate and as requested by the SENCo or pastoral staff
- To coach individual SEND students or small groups of SEND students, to support their knowledge, skills and understanding in specific subject areas
- To support students who are underachieving
- To understand the key factors that affect students' learning that may impact on their progress (joint responsibility of teacher/Learning Mentor), including updating the teacher as necessary with relevant information
- To establish the learning environment for each student based on knowledge of pupil needs

- To support students to be on-task at the start of each lesson and throughout the course of the lesson
- To use area(s) of subject expertise to contribute to the learning activities in the lesson, suggesting and/or implementing effective differentiation within the classroom in collaboration with the teacher
- To contribute to producing learning materials for pupils in order to meet their needs for examinations, revision or general progress
- To assist in the physical well-being of the pupils, where appropriate
- To attend meetings, training and development activities, with time off in lieu if necessary
- To attend Annual Reviews where appropriate
- To take part in relevant training/CPD to help build a greater understanding of supporting students to improve their learning
- To deliver Access Arrangements in exams as necessary
- To undertake such other duties as required by the SENCo may from time to time require, under the direction of the Principal
- Maintain high levels of professional conduct at all times
- Undertake any reasonable requests as negotiated with line manager or Principal
- Support the ethos and aims of The High Weald Academy

Following Health and Safety requirements and initiatives as directed.

Ensuring compliance with Data Protection legislation.

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

At all times operating within the Trust's Equality policies.

Commitment and contribution to improving standards for pupils as appropriate.

Contributing to the maintenance of a caring and stimulating environment for young people.

**The High Weald Academy**  
**Person Specification Learning Mentor**

	Essential	Desirable
1. Skills and Experience	<ul style="list-style-type: none"> <li>• Experience of working successfully with young people in an educational setting</li> <li>• Experience of supporting the learning and achievement of young people able to support individuals and groups</li> <li>• Proven record of improving the outcomes for young people</li> <li>• Skills and experience of working with vulnerable young people</li> <li>• ICT skills, including use of the internet, emails and Microsoft word</li> <li>• Experience of working with teachers and school staff to plan and manage learning opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with students with a wide range of additional educational needs</li> <li>• Specific knowledge of SEND and BESD, ASD and/or dyslexia</li> </ul>
2. Qualifications	<ul style="list-style-type: none"> <li>• Good levels of literacy and numeracy including qualifications in English and Maths at level 2 (GCSE or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 Qualification in a relevant discipline</li> </ul>
3 Knowledge and understanding	<ul style="list-style-type: none"> <li>• Knowledge and understanding of working with young people</li> <li>• Able to produce learning resources and materials to support progress and achievement</li> <li>• Knowledge of education and how best to support, motivate and engage young people in learning</li> <li>• Knowledge and understanding of child protection and safeguarding practices and protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Child protection and safeguarding training</li> <li>• Knowledge of the school curriculum</li> </ul>
4. Personal Attributes	<ul style="list-style-type: none"> <li>• Empathy for pupils, parents, staff and the community</li> <li>• A positive attitude with energy and commitment, a can do approach</li> <li>• Confidence, liveliness, tenacity, flexibility and adaptability</li> <li>• Well organised and able to prioritise</li> </ul>	
5. Other factors	<ul style="list-style-type: none"> <li>• Dedication and commitment to improving learning opportunities for our pupils</li> <li>• Ability to motivate and inspire</li> <li>• A good sense of humour!</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to innovate and take risks to improve the effectiveness of our intervention programmes</li> <li>• Desire to further develop the school's inclusive ethos</li> </ul>