

Learning Mentor

Role: Learning Mentor

Department: Learning Support

Responsible to: SENCo/Learning Hub Support Coordinator

Scale: KR3

Hours: Term time only + 1 week (INSET) 8.10 - 3.30 (½ hour unpaid lunch)

Basis: 39 weeks (38 weeks + 1 INSET)

Purpose of the Role
To work efficiently and effectively under the direct guidance and instruction of the SENCO and the Learning Hub Support Coordinator. Learning mentors are required to be proactive, use their initiative and resourceful in order to meet the social, emotional and academic needs of each individual SEN pupil.
Personal Qualities
<ul style="list-style-type: none"> Committed and enthusiastic. Excellent health, attendance and time-keeping record. Loyalty and discretion. Confident, positive and flexible attitude. Flexible, but resilient under pressure.
Skills and Knowledge
<ul style="list-style-type: none"> Ability to work independently and use your initiative and be proactive. Ability to work as a member of a collaborative team. Excellent organisational and planning skills. Outstanding attention to detail. The ability to relate to 11-18 year olds. Experience of working with children with Additional Educational Needs (AEN) or keen to complete appropriate CPD.
Qualifications
<ul style="list-style-type: none"> Computer literacy in the usual office and google suite. Google Level 1 qualification would be desirable. GCSE grade equivalent of Level 5 or above qualification in English and maths.
Strategic Competencies
<ul style="list-style-type: none"> Good knowledge, understanding and experience of working with vulnerable pupils. Firm commitment to educational and social inclusion.
Key Responsibilities

- Supporting pupils with additional needs in mainstream classes.
- Ensure strategies to support SEN pupils are being implemented in lessons.
- Planning and delivering small groups or 1:1 intervention.
- Liaising with parents and/or carers as necessary.
- Attending relevant meetings in school and with external agencies.
- Attending relevant INSET days and staff meetings.
- Establishing good relationships with pupils, acting as a role model and being aware of and responding to individual needs appropriately.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the class teacher.
- Being aware of pupil problems/progress/achievements and reporting to the class teacher.
- Undertaking pupil record-keeping as requested.
- Providing feedback to the class teacher where necessary after the lesson in order to ensure the individual needs of SEN pupils are being met in the class to enable excellent pupil progress.
- Supporting pupils in respect of local and national learning strategies, e.g. literacy, numeracy. KS3/4 as directed by the class teacher.
- Supporting students with basic IT skills, as directed.
- Being aware of and complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns through the form and passed to the DSL.
- Being aware of and supporting differences and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/aims of the school.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

Responsibilities to the Principal

- To promote the aims, values and ethos of the school and uphold school rules.
- To read and adhere to the procedures set out in the Staff Handbook.
- To carry out a share of supervisory duties in accordance with normal school schedules.
- To participate in the appropriate meetings with colleagues and parents.
- To participate in performance management arrangements.
- To carry out other duties as may be reasonably required by the Principal.
- To support the ethos of the school and enforce the school's behavioural and uniform policies.

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out in the foregoing.

Signed

Employee:

Date: