

# Fordcombe Primary School

## Learning Mentor Job Description & Person Specification

<b>Job Title:</b>	Learning Mentor
<b>Line Manager:</b>	Headteacher/SLT
<b>Purpose of Job:</b>	
	To provide support and guidance to children and young people who are experiencing difficulties in learning due to social, emotional or behavioural problems or other issues.
<b>Specific Responsibilities:</b>	
	<ul style="list-style-type: none"> <li>• To promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist their education and growth.</li> <li>• To support the physical and emotional well-being of pupils.</li> <li>• To promote and support inclusion for all children including pupils with SEN, EAL and those with a physical disability.</li> <li>• To build and maintain positive and professional relationships with pupils, treating all children consistently, with respect and consideration.</li> <li>• To help develop pupils' confidence and self-esteem through listening to them and devising appropriate programmes of support.</li> <li>• To implement individual programmes for specific pupils under the guidance of the Headteacher, SLT or outside agencies.</li> <li>• To develop and agree action plans for individual pupils and groups of pupils.</li> <li>• To liaise with the Headteacher, SLT, class teachers and parents regarding the support in place for pupils.</li> <li>• To support pupils in the classroom, playground or in a 1:1 setting.</li> <li>• To support underperforming learners in identifying issues which are creating barriers to learning and help them in beginning to address these barriers.</li> <li>• To maintain records on pupils' attendance, punctuality and progress and be able to recognise how these link with pupils' wellbeing.</li> <li>• To support pupils with the transition to secondary education.</li> <li>• Be familiar with, and comply with a full range of policies and procedures relating to safeguarding, health &amp; safety and confidentiality. Ensure all concerns are reported to the appropriate person</li> <li>• Work collaboratively with colleagues and build and maintain professional and positive relationships.</li> <li>• Strive to continually develop practice through taking on feedback and seeking out CPD opportunities.</li> </ul>

<b>Personal education and qualification</b>	
	<ul style="list-style-type: none"> <li>• To have qualifications in Maths and English GCSE, grade C or above or equivalent.</li> <li>• To have Learning Support Assistant Level 3 qualification or higher education qualifications.</li> <li>• To have the ability to communicate using standard English</li> <li>• To have basic ICT skills for record keeping and completing referral forms to outside agencies.</li> </ul>
<b>Desirable personal skills</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Professional and honest</li> <li><input type="checkbox"/> Maturity</li> <li><input type="checkbox"/> Positive and nurturing</li> <li><input type="checkbox"/> Ability to relate to young people and act as a positive role model</li> <li><input type="checkbox"/> Excellent interpersonal skills</li> <li><input type="checkbox"/> Effective listening skills</li> <li><input type="checkbox"/> A non-judgemental approach</li> <li><input type="checkbox"/> Excellent communication skills (both written and verbal)</li> <li><input type="checkbox"/> Resilience- the ability to remain calm and work well under pressure</li> <li><input type="checkbox"/> Excellent use of initiative and quick thinking</li> <li><input type="checkbox"/> Ability to work creatively and collaboratively</li> <li><input type="checkbox"/> Flexible and open to change</li> <li><input type="checkbox"/> Good organisational skills</li> <li><input type="checkbox"/> Problem solving skills</li> </ul>

