



Post: Learning Support Mentor

Scale: Grade 5

Hours: 24 hrs per week

Working Weeks: 38.2

Contract: Permanent

Main job purpose

Working under guidance: provide short term support in addressing the needs of a case load of pupils who are demotivated or disengaged to overcome a range of barriers to learning. This support is likely to include working individually with pupils, working with pupils in small groups, working with other parties/agencies including parents.

Main responsibilities and duties

Support for pupils

1. Work with selected pupils out of the classroom situation. This could include pupils excluded from or otherwise not working to a normal timetable
2. Develop 1:1 mentoring arrangements with pupils which enable the pupil to agree plans and targets to move forwards
3. Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
4. Provide support to pupils to enhance their emotional health and well-being (EHWB)
5. Help pupils to follow individual Education Plans where appropriate
6. Assist in organising and running small group interventions e.g. circle time
7. Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent
8. Challenge and motivate pupils
9. Promote and reinforce self-esteem
10. Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
11. Act as a positive role model
12. Liaise with parents/carers as appropriate
13. Network with other learning mentors, teachers and professionals, eg educational psychologist

Support for the teacher

14. Support pupils' access to learning using appropriate strategies, resources etc
15. Provide feedback on pupil's progress as required
16. Maintain records as agreed with other staff, contributing to reviews as requested
17. Assist in the implementation of strategies to promote positive behaviour and attitudes

Support for the curriculum

18. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
19. Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning

Support for the school

20. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person
21. Contribute to the overall ethos/work/aims of the school
22. Attend and participate in relevant meetings as required
23. Participate in training and other learning activities and performance development as required
24. Recognise own strengths and areas of expertise and use these to advise and support others
25. Supervise pupils on visits, trips and out of school activities as required
26. Clerical/admin support e.g. dealing with correspondence, making phone calls etc
27. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Experience

- Experience of working with children of relevant age
- Experience of working with pupils with additional needs

Education/Qualifications

- A Level or equivalent preferable
- Degree Level or equivalent preferable
- Numeracy and literacy skills equivalent to Adult Basic Skills level 2
- Completion of the National Learning Mentor training is desirable

Knowledge/Skills

- Working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Working knowledge of national curriculum and other relevant learning programmes
- Understanding of principles of child development and learning processes and in particular, barriers to learning
- Developing knowledge of Local Authority, local and national organisations which can provide services and activities to support pupils and broaden and enrich their learning
- Ability to relate well to children and in particular to motivate children to engage in the learning process
- Ability to work effectively with parents/carers and a range of professionals



The key responsibilities and duties sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the Principal.

Other duties

1. To have due regard for safeguarding and to follow child protection policies and procedures adopted by Shaftesbury Academy Trust
2. Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
3. Uphold and promote the values and ethos of the academy.
4. Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
5. Participate in workplace learning and development opportunities and work to continually improve own and team performance.

Employee Signature Date.....

Employee Name
Please print