



Cardwell Primary School

Frances Street, Woolwich, London, SE18 5LP

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Executive Headteacher Mrs L Lazell
Headteacher Mr R Dunbabin



AMBITION

COLLABORATE • EDUCATE • EMPOWER

Job Description	
Job title:	Learning Support Mentor - Primary
Status:	Initially Fixed Term - one year
Hours:	32.5 hours per week 8:30 – 3:30 ½ hour lunch
Working weeks per year:	39 weeks per year
Grade:	APT&C Scale 3 point 5 – 6 (£29,436.00 - £29,856.00) Pro-rata £24,145.93 - £24,490.45
Pro rata:	n/a
Post Start Date:	1st February 2026
All Staff Responsibilities	<ul style="list-style-type: none"> To live our schools ethos and values, demonstrating Mutual Respect, Resilience, Ambition, Compassion and Community. To value professional development and welcome any training opportunities to develop personal skills and knowledge To agree to follow the school and Federation policies and procedures.
Main purpose of the role	<ul style="list-style-type: none"> Learning Mentor will provide guidance and support to young people and children who have difficulty learning because of social, emotional, mental health problems. Support the students to overcome the problems that impact their learning and record the behaviour on the Child Protection and Wellbeing within schools (CPOMS) system. To provide support for students with emotional and/or behavioural difficulties and to work under the guidance of the Executive Headteacher and/or Head of School to help facilitate those students' successful inclusion in school life. To work as a member of the multi-disciplinary team to provide high quality education and care appropriate to the development needs of the children, working in partnership with their parents and external agencies as appropriate. Ensure the direction and supervision of a qualified teacher or nominated teacher in accordance with the arrangements made by the Executive Headteacher and/or Head of School. To contribute to planning, preparing and delivery of agreed work and support programmes to individuals and/or groups of pupils. To provide a safe and friendly environment where students are able to come and discuss concerns and where emotional and educational needs can be met. To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.

	<ul style="list-style-type: none"> • To assist children with dealing with behavioural and/or emotional difficulties or particular vulnerabilities. • To support the inclusion of students with emotional and/or behaviour difficulties in a mainstream setting by using positive behaviour management techniques designed to support the students ability to behave appropriately. • To support in the development of interventions to develop students' problem-solving, listening and social skills using draw & talk, ELSA and zones of regulation programmes. • To promote the physical, social, emotional and intellectual development of children through sensitive planning for each child's changing needs, but at all times encouraging their independence and self-reliance. • Produce a variety of resources for student/ school/ class designed to support an Individual's Behaviour Programme and/or support whole school positive behaviour systems. • Establish fair, respectful, trusting, supportive and constructive relationships with children and young people. • To be responsible for promoting and safeguarding the welfare of children and young people within the school. • To assist the KS1 reflection group. • To cover lunch duty and support children to engage positively in play. • Undertaking any other duties of a similar level of responsibility as required by the Executive Headteacher and/or Head of School.
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General

- This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the school.
- The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Maintain confidentiality at all times.
- To be responsible for promoting and safeguarding the welfare of children and young persons for whom you will come into contact with.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training and development activities.
- To have due regard to the provision of the Health and Safety at Work legislation in discharging the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the council and the school's Equal Opportunities Policy.
- To provide support for colleagues by engaging in continuing personal development and sharing expertise.
- Ability to be flexible and well organised to manage, at times, unpredictable and variable workloads including external deadlines and Ofsted.
 - The prioritises for each year will be reviewed against this job description annually through performance management meetings.

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<p>Good level of general education. Nationally recognised NVQ Level 3 Qualification in a similar setting.</p> <p>Excellent Numeracy/ Literacy skills equivalent to NVQ Level 2 in English and Maths.</p> <p>Training in relevant learning strategies e.g. Literacy/Maths.</p> <p>First Aid training required.</p> <p>Must have undertaken or be willing to undertake a professional training course in behaviour management.</p> <p>Successful experience of working with children with SEN.</p> <p>Good working knowledge of ICT to support learning and performance of own role.</p>
	Experience	<p>Experience of working with children of relevant age in a learning environment.</p> <p>Working knowledge and experience of implementing national/ foundation stage curriculum and/or KS1 including other relevant learning programmes/ strategies.</p> <p>Understanding of statutory frameworks relating to teaching.</p> <p>Experience of working with children with additional needs.</p>
Communication	Written & Verbal	<p>Ability to use clear language to communicate information unambiguously.</p> <p>Ability to negotiate effectively with adults and children.</p>
Knowledge and Skills	Behaviour Management	<p>Ability to demonstrate effective implementation of the school's behaviour and positive management policy</p>
	SEN	<p>Ability to demonstrate that you encourage the inclusion of students with emotional and/or behavioural difficulties</p>
	Curriculum	<p>Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/ strategies.</p>
	Child Development	<p>Good understanding of child development and learning processes.</p>
	Health & Well being	<p>Understand and support the importance of physical and emotional wellbeing</p>
Working with others	Working with partners	<p>Ability to support teacher/practitioner to set up a positive learning environment.</p>

		Ability to make a proactive contribution to the work of the team supporting children, their families and carers
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.
	Team work	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
Responsibilities	Organisational skills	Good organisational skills.
	Time Management	Manages time and prioritises work in an effective and productive manner. Ability to manage own stress and meet deadlines.
	Creativity	Demonstrate creativity and an ability to resolve problems independently.
General	Equalities	Understanding of and willingness to promote the Council's Equal Opportunities policies and the ability to implement these in the classroom.
	Health & Safety	Good understanding of Health & Safety.
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role. Ability to effectively evaluate own performance.
Safeguarding and Promoting the Welfare of Children	Knowledge and understanding of Safeguarding and its importance when working with children.	

Cardwell Primary School is committed to safeguarding and protecting the welfare of children and expect all staff to share this commitment. A Disclosure and Barring Service Certificate will be required and a reference from most recent employer.

All applicants are subject to strict vetting procedures and will be asked to provide right to work in the UK, DBS and references.