

Learning Mentor

Job Description

Salary: SO1

Hours: 35 hours per week

Contract type: Permanent – 39 weeks per year

Responsible to: Headteacher

Relationships: Liaison with all school staff, parents, children, advisers and other professionals.

Purpose of the post:

To work alongside teaching staff, addressing the needs of children to overcome barriers to learning in order to achieve their full potential.

Main duties and responsibilities:

- Work closely with the SENCO/Inclusion lead and the class teacher to ensure that the social, emotional, and mental health needs of children are met.
- To assist pupils and their families who are new to the country and the school in understanding the education system, school routines and how best they can support achievement.
- To attend to pupil's personal needs and provide advice to assist in their social, health and hygiene development.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Provide information and advice to enable pupils to make choices about their own learning, behaviour, and attendance.

Support for Children:

- Carry out group work including dealing with emotions and self-esteem learning
- Carry out other mentoring activities which address/involve attendance, punctuality, transition, lunchtime and after school clubs, parents, outside agencies, school journeys, PSHE and healthy schools.
- In conjunction with teaching staff, assist in the comprehensive assessment of all children selected by the inclusion lead, to identify those needing extra help to overcome barriers to learning.
- Identify those children who would benefit most from a Learning Mentor. Working with others, take the lead to draw up individual action plans
- To develop a 1:1 mentoring relationship with children who are experiencing low motivation or confidence, falling punctuality or attendance, deteriorating behaviour, experiencing difficulties with relationships with staff and/or peers or who are significantly underachieving
- Maintain regular contact with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to secure positive family support and involvement.

Support for the School:

- Assist teaching staff and all other staff in the assessment of all children entering or returning to school to identify those needing extra help to overcome barriers to learning.
- Work closely with school staff that have a responsibility for special needs, pupils with English as an additional language, and their teachers to ensure that their needs are met.
- Assist with the development and implementation of mentoring plans.
- Provide objective and accurate feedback reports, as required, to other staff on pupils' achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- Maintain a database of information and provide reports for monitoring and evaluation purposes, as required, to feed into general school reports.
- Take a lead role in the development and implementation of appropriate behaviour strategies.
- Report on the implementation of all action plans to the Headteacher.
- Draw up individual action plans and review all targeted pupils to ensure coherence with other plans produced by staff and other agencies.
- Actively seek information regarding a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Be responsible for developing pastoral programmes for children, to take place out of school hours when required.
- Develop projects for parents including clubs and workshops.
- Facilitate the sharing of relevant information between local agencies and schools.
- Be the single point of contact for accessing a range of community and specialist support services such as social care, Attendance Advisory and business and community mentors.
- Ensure that the needs of our children are met in a focused and integrated way by working closely with the local community and mentors, taking an active role in coordinating and supporting the work of those working with pupils both in and out of school.
- Make links with nursery providers and parents/carers to ensure that continuity through the foundation phase is as effective as possible.
- Network with other Learning Mentors and share best practice.
- Complete the administrative duties relevant to the role of Learning Mentor.
- Comply with all the requirements of Health and Safety legislation and Trust policy, taking appropriate action where necessary.
- Ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos of the school
- Attend and participate in regular meetings, training, and mentoring of other school staff to share expertise.
- Strong commitment to furthering equalities in both service delivery and employment practice. You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.