



## **JOB DESCRIPTION**

**Job Title:** Key Stage 2/3 Learning Mentor      **Job No:**  
**Grade:** GR3      **Division:**  
**No of Posts:**      **Section:**

### **1.0 JOB PURPOSE:**

- 1.1 To provide a complementary service to that given by existing teachers and pastoral staff, addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential

### **2.0 DUTIES AND RESPONSIBILITIES:**

- 2.1 Establish productive working relationships with pupils, acting as a role model.
- 2.2 Support pupils with their learning both inside and outside of the classroom.
- 2.3 To identify those children who would benefit most from a learning mentor and, working with others, draw up and implement an action plan for each child who needs particular support (except where the pupil was already subject an individually tailored plan)
- 2.4 Research, plan and deliver productive learning opportunities for pupils who need to be supported to access the curriculum due to their social/emotional/behavioural difficulties this may include 1-2-1 mentoring/support sessions or group sessions/workshops.
- 2.5 Develop and implement Behaviour/Support/Mentoring Plans, including detailed actions for each child.
- 2.6 Undertake the supervision of pupils excluded from, or otherwise not working to, a normal timetable, eg seclusion and re-integration.
- 2.7 Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
- 2.8 To plan and deliver a wide range of extra-curricular activities which promote learning, good behaviour, better social skills and well-being.
- 2.9 To work with the Achievement Co-ordinator for Year 7 to ensure smooth transition and induction for Year 6 students to the School
- 2.10 To assist where and when necessary with the induction of students other than in Year 7
- 2.11 Provide feedback to pupils in relation to progress, achievement, behaviour, attendance, etc.
- 2.12 Work with other staff in planning, evaluating and adjusting learning activities as appropriate.

- 2.13** Provide objective and accurate feedback and reports as required to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence.
- 2.14** Manage record keeping systems and processes ensuring robust pupil tracking systems and records are maintained. Maintaining accurate records on named students which measures the impact of your Intervention.
- 2.15** Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home-to-school community links.
- 2.16** To liaise with Year Group Leaders/Directors of Learning keeping them well informed about their students which you mentor/support
  
- 2.17** To ensure the Designated Safeguarding Lead is informed immediately of any concerns relating to safeguarding in relation to the students you mentor/support
- 2.18** To attend meetings and training sessions as required or necessary
- 2.19** To ensure all tasks are carried out with due regard to Health and Safety
- 2.20** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.21** To adhere to the ethos of the school
  - 2.21.1** To promote the agreed vision and aims of the school
  - 2.21.2** To set an example of personal integrity and professionalism
  - 2.21.3** Attendance at appropriate staff meetings and parents evenings

Any other duties as commensurate within the grade in order to ensure the smooth running of the school