



Exmouth
Community
College
Academy Trust

Job Pack

Learning Mentor

Permanent

NJC Grade C (SCP 4 to 6)

Job Description

Title:	Learning Mentor (Grade C)
Contract Type:	Permanent
Start Date:	ASAP
Grade:	NJC Grade C (SCP 4 to 6)
Salary:	£16,510 – actual starting salary per annum Annual progression to the top of Grade C (£17,037 actual salary per annum)
Hours:	30 hours per week x 38 weeks of the year (term time only) Monday to Friday 8.30am – 3.00pm (includes a daily 30 minute unpaid break)
Reporting to:	Senior Learning Mentor
Responsibility for:	No line management responsibilities

Introduction to the Learning Support Team

The Learning Support team consists of approximately 25 Learning Mentors, supporting students across the curriculum. The team is managed by Assistant SENDCos, with smaller groups being managed on a day-to-day basis by Senior Learning Mentors. We are seeking a Learning Mentor who would be committed to the College and supporting our students. If you have experience of working with children with special educational needs and disabilities (SEND), or you are looking for a career in support we would be pleased to hear from you.

Learning Mentors are used in a variety of ways such as supporting students both in and out of the classroom and facilitating academic progress across all key stages. The post holder is required to be flexible (within normal working hours) and may be asked to do such things as facilitate small group work or support individual students.

Purpose of the Job

To work under the direct instruction of both teaching and support staff, to support access to learning for students and assist in the management of students. Work might take place outside the main teaching area.

Key Responsibilities

Work under guidance to support access to learning by:

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the SEND department.
- Attending to the welfare and personal care of students, including those with special educational needs and disabilities.
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Delivering pre-determined learning/care/support programmes.
- Supporting identified students in class, in withdrawal groups, or a combination of the two.
- Implementing literacy/numeracy programmes.

- Assisting with the planning cycle for students.
- Undertaking general clerical/administrative support for the teacher/department.

Support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment.
- Assisting with the planning of learning activities on a regular basis, primarily for students in withdrawal groups.
- Monitoring responses to learning activities and accurately recording achievement and progress as directed.
- Providing detailed and regular feedback to teachers on achievement, progress, problems etc for both withdrawal group students and students supported in class.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy.
- Being aware of students' progress/achievement/difficulties and reporting these to the teacher.
- Undertaking student record keeping as requested.
- Being aware of/working within planned learning activities.
- Occasional contribution to planning e.g. for individual students.
- Working with the teacher in managing student behaviour and reporting difficulties as appropriate.
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents.
- Administering routine tests/exams.
- Providing clerical/administrative support e.g. photocopying where required.

Supporting students by:

- Supervising and providing support for students, including those with SEND, ensuring their safety and access to learning.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
- Adapting learning activities by modifying approaches and materials to meet the needs of pupils.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact effectively with others and to engage in activities.
- Setting challenging and demanding expectations and promoting self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement.
- Attending to the students' personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Establishing good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.

Support the curriculum by:

- Undertaking structured and agreed learning activities, adjusting activities according to pupil responses.
- Some preparation of resources to meet the learning activities; maintaining and using these resources and assisting pupils in their use.
- Supporting students to follow and understand instructions.
- Supporting students in respect of local and national learning strategies as directed.
- Supporting students using ICT as directed.
- Preparing equipment/resources as directed by the teacher and assisting students in their use.

Support the College by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.

- Ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the College.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Accompanying teaching staff and students on visits, trips and out of college activities as required.
- Any other duties commensurate with the grading of the post as may be required.

Working Conditions

- The College is located on a large, split-site. Walking between classrooms in all weather conditions is required.

Physical Demands

- Light – Involves walking or standing to a significant degree, exerting negligible amount of force to move objects.

Person Specification

Attributes will be assessed via the application, certificate, interview, assessment, observation and references

Attributes	Essential	Desirable
Qualifications		
GCSE English and Maths at Grade C / Level 2 qualification or above, or equivalent training / experience	✓	
Teaching Assistant qualification e.g. Supporting Teaching and Learning in Schools Certificate		✓
Experience		
Working with or caring for children aged 11 - 19	✓	
Proven experience of working with or caring for students with SEND		✓
Skills and Knowledge		
Capacity to take responsibility and show initiative	✓	
Good team working skills	✓	
Ability to use technology to a basic level e.g. computer, photocopier etc	✓	
Good written skills and ability to communicate effectively with people at all levels	✓	
Good numeracy/literacy skills	✓	
Awareness of data protection and confidentiality	✓	
Understanding of classroom roles and responsibilities and to understand own position within these		✓
Personal Qualities		
Ability to relate well to children, young people and adults	✓	
Adaptable, flexible and creative	✓	
Enthusiastic and motivated	✓	

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College