

Job description: Learning mentor

Job details

Salary: NJC 7–17 (dependent on qualifications and experience)

Hours: 32

Contract type: full-time term time only plus 5 TED days; fixed-term for one year in the first instance

Reporting to: Headteacher

Main purpose

To support pupils who are facing difficulties in school because of issues related to social, emotional, personal, behavioral problems or other factors. To help these pupils overcome their barriers to learning and fully engage with lessons to become more effective learners, and to improve academic and pastoral progress.

Duties and responsibilities

Teaching and learning

- Promote consistently high expectations of all pupils and make they are making good progress by offering targeted academic and pastoral support
- Identify pupils or groups of pupils who are facing learning difficulties, and put initiatives in place to address the barriers to learning they're experiencing
- Promote and support inclusion for all pupils including those with SEN, EAL or with a physical disability
- Develop individual and group mentoring programmes, creating space for pupils to receive academic and personal support from staff and peers
- Role model good levels of literacy and numeracy, and encourage improvement in these areas among pupils who are struggling
- Develop action plans for pupils facing particular difficulties, and work with staff/parents/carers to put them in place
- Where appropriate, visit pupils at home to discuss issues and plan next steps

Behaviour and safeguarding

- Work with parents, carers, pupils and staff to create open discussions about pupils' needs, the school's expectations and what appropriate support looks like
- Work with pupils to demonstrate and encourage good behavior in line with the school's behavior policy
- Support the physical and emotional wellbeing of pupils, encouraging confidence and self-esteem through listening to them, and through individual and group support
- Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety
- Support the attendance and punctuality of all pupils, and work to improve attendance rates where issues are identified, recognising how this links to pupils' wellbeing
- Work collaboratively with appropriate external agencies to support pupils' development and progress

Curriculum and leadership

- Demonstrate enthusiasm for learning and improving skills, and model this to all pupils
- Engage with staff and school leadership to put whole-school strategies in place to support the learning of all pupils
- Liaise with families and develop good relationships with parents/carers, becoming a recognisable and approachable contact within the school
- Where appropriate, take part in absence management meetings, and communicate with parents/carers
- Take part in line management within school, and set goals for continuing professional development
- Report to the headteacher and senior leadership team on pupil progress and absence rates
- Maintain accurate and up-to-date records and prepare written evaluations and reports

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a Grade C in English and maths
Experience	<ul style="list-style-type: none">• Working with children of the relevant age, and managing situations relating to challenging behaviour• Assessing pupils' needs and barriers to learning• Delivering programmes with pupils with challenging behaviour, including one-to-one, small group and whole-class activities• Coaching and advising staff on suitable behaviour interventions• Working closely with families/carers, including carrying out home visits• Working collaboratively with outside agencies and participating in meetings
Skills and knowledge	<ul style="list-style-type: none">• Strong listening skills and proven ability to deal with sensitive situations with integrity• Proven ability to communicate effectively with adults and children, including through written and verbal communication• Proven ability to create good relationships with pupils, staff and parents• A well-developed understanding of strategies to manage and support young people with challenging behaviour in a school environment• Proven ability to tailor interventions to individual pupils• Excellent understanding of safeguarding policies and procedures and their role in child protection• Proven ability to be flexible to changing workload demands and new challenges• Ability to use IT systems and to conduct analysis and produce reports

Personal qualities	<ul style="list-style-type: none"> • Willingness to provide the best possible opportunities for all pupils • Ability to relate to young people and act as a positive role model • Well-developed sense of empathy • Organised, proactive and self-motivated • Good time management skills • Commitment to upholding and promoting the ethos and values of the school • Ability to work collaboratively • Ability to work well under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion
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Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____