



Brackenhill Primary School
Dracup Road, Bradford, BD7 4HA

Job Description

Learning Mentor

Job Purpose

PRIME OBJECTIVES OF THE POST

- To remove barriers to learning.
- To be able to work as part of a team and to share information both within the team and with other agencies in accordance with the common core of skills and knowledge for the children's workforce.
- To work effectively with other agencies to achieve the best possible outcomes for children and young people.
- To establish effective communication and engagement with children, young people and their families and carers.
- To work with parents and carers to support them in accordance with the five outcomes of Every Child Matters.
- To promote the development of children and young people.
- To safeguard and promote the welfare of children and young people.
- To provide additional and supplementary support to raise pupil's achievement.
- To understand the needs of pupils who are or may become disaffected.
- To help targeted pupils whose learning may be at risk for a variety of reasons.
- To support children and young people on transition between schools, key stages, into higher and further education and work as appropriate.
- To be willing to undertake further training and develop the role of Learning Mentor to meet the needs of the school.
- To be prepared to work some out of school hours and holidays as required by negotiation.
- To establish and supervise out of hours learning provision.
- Must have a valid first aid certificate or be willing to undertake first aid training and deliver first aid duties in school
- Must be willing to undertake training for and perform fire marshal duties

SUPERVISORY/MANAGERIAL RESPONSIBILITIES

- To be responsible for individual pupils and groups of pupils both within and outside school, within the scope of the duties of the Learning Mentor.
- To ensure the safety and welfare of pupils in and out of school, within the scope of the duties of the Learning Mentor.

SUPERVISION AND GUIDANCE

- To be responsible to the Learning Mentor Line Manager (or designated member of staff).
- To liaise closely with school staff and other relevant workers eg Education Social Work service.

RANGE OF DECISION TAKING

- In consultation with other appropriate staff and relevant concerned agencies to work with pupils targeted for support.
- To work within the agreed practices and procedures of the Local Education Authority/School and to work in situations which may cover new ground and establish new arrangements.

RESPONSIBILITY FOR ASSETS AND MATERIALS

- To be responsible for the management and handling of school resources.
- To be responsible for the appropriate security of confidential materials which concern pupils and their families.

POSSIBLE RANGE OF DUTIES ACROSS THE SCHOOL

- With teaching and support staff, to participate in the comprehensive assessment of pupils entering or returning to school and at Key Stages to work with those who need extra help to overcome barriers to learning inside and outside school.
- To assist in the identification of those pupils who would benefit most from a Learning Mentor and, working with others, draw up and implement an action plan for each pupil who needs particular support.
- To develop a range of mentoring relationship with pupils needing particular support and aimed at achieving the goals defined in the individual action plan.
- To maintain regular contact with families/carers or pupils in need of support, to keep them informed of the pupils' needs and progress, and to secure positive family support and involvement.
- To work closely with the SENCO and the senior member of staff responsible for gifted and talented provision, to ensure that the needs of gifted and talented children and those with special needs are met within their role.
- To report to the Learning Mentor Line Manager and other colleagues as appropriate
- To maintain full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.
- To network with other Learning Mentors and share best practice.
- To participate in the review and evaluation of the Learning Mentor Programme.
- To support, uphold and contribute to the development of the Council's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

This job description may be amended at anytime following discussion between the Headteacher and member of staff, and will be reviewed annually.

Signed..... Dated.....