

**Job Description for Grade 8 Learning Mentor**

**Job title:** Learning Mentor

**Responsible to:** SENDCo

**Specific duties:**

* To work with groups of pupils who require specialist support across the curriculum. Plan, risk assess and deliver activities to augment their core curriculum offer
* Establish productive mentoring relationships with pupils, acting as a role model and setting high expectations

**Generic Responsibilities:**

* Support, and actively contribute to, the safeguarding of all children
* Ensure that vulnerable children are identified and supported in order that they can stay safe, secure good attendance and achieve to the best of their ability
* Ensure knowledge of relevant statutory guidance and be responsible for adhering to its content
* Build and sustain effective relationships with partner agencies
* Implement strategies to support pupils in building their confidence and self-esteem
* Foster a learning environment and educational experience which provides all pupils with the opportunity to fulfil their potential
* Set high expectations for pupils’ behaviour and maintain a good standard of discipline whilst fostering positive relationships and implementing the school’s behaviour policy
* Partake in pre-school, break, assembly and after school duties as required
* Communicate effectively with parents
* Promote pupil independence and employ strategies to recognise and reward achievement and self-reliance
* Take initiative and organise pupil group sessions as necessary
* Make any necessary home visits, as required
* Monitor the effectiveness of both individual learning and group sessions and report progress to line manager
* Contribute to the personal, social, health, citizenship and enterprise education of all pupils
* Play a full part in the life of the school community and support extra-curricular opportunities
* Follow and actively promote the school’s policies
* Abide by school risk assessments as appropriate
* Actively pursue own personal and professional development and actively engage in the process of performance management

All staff must maintain appropriate professional boundaries and uphold the highest standards of personal and professional conduct at all times.