



Midsomer Norton
Schools Partnership



Home School:	Frome College
Job Title:	Learning Mentor
Salary:	Grade 3, Points 5-7
Reports to:	SEMH Manager/DDSL
Hours of Work:	8.30 am to 3.15 pm Monday to Friday

Purpose

The Learning Mentor acts as the first point of contact for students, responding to a range of pastoral, academic and general administrative enquiries. The role also provides a key contact point for parents via phone, email, and text. The post holder is expected to support the pastoral team in an effective, efficient, and professional manner.

Main Responsibilities

Learning Mentor

- To plan and deliver targeted interventions for individuals and groups to support students with SEMH needs and/or behaviour for learning.
- To act as a key link between home and College, maintaining effective communication with parents/carers.
- To work directly with students in the classroom, developing a clear understanding of the factors influencing behaviour and acting as a key adult to support the successful implementation of individual strategies.
- To communicate regularly with parents/carers, both verbally and in writing, including undertaking home visits where appropriate.
- To maintain accurate and up-to-date records of all interventions, including tracking attendance and monitoring student progress.
- To work collaboratively with the SEND, Inclusion and Pastoral Teams to support students effectively, including support in the Refocus Room.
- To attend and contribute to SEND, Inclusion and Pastoral Team meetings as required.
- To keep up to date with external guidance and best practice relating to SEMH, SEND and behaviour for learning, and to attend training as directed by the SEMH Manager.
- To contribute to focus groups and information-gathering activities relating to individual students.
- To share relevant information about individual students with staff, as directed by the SEMH Manager.
- To monitor and track the attendance and punctuality of vulnerable students, as directed by the SEMH Manager.
- To support the effective operation of the Refocus Room.
- Provide support (pastoral and academic) for students in the Refocus Room.
- Organise resources for SEND students in the Refocus Room, ensuring any reasonable adjustments are in place.

Student Services Reception and Administrative Tasks:

- To provide cover for staff absence or illness, as required.
- To act as the first point of contact for all students at Student Reception.
- To oversee the management of confiscated personal items, including jewellery and mobile phones, in line with College procedures.
- To act as a key contact point for parents, responding to enquiries in a professional and timely manner.
- To administer the pastoral after-school detention system, including preparing and issuing letters to parents/carers, maintaining accurate records on Arbor and relevant spreadsheets, following up on non-attendance, and actioning outcomes as required.
- To create and send reminders relating to detentions in accordance with College procedures.
- To support the PA to the Principal in the organisation and delivery of whole-school events.

Attendance & Detentions

- To maintain records of late arrivals and ensure students are placed in detention in line with College procedures.
- To monitor attendance-related detentions and escalate concerns where required.

Other Duties:

- To assist with the organisation and distribution of whole-school mailings.
- To liaise effectively with pastoral staff across Key Stages 3, 4 and 5.
- To proactively identify opportunities for service improvement within all areas of responsibility, in consultation with the line manager, to support efficient and effective working practices.
- To undertake lunch and break-time duties, as required.

It is agreed that the job description is a fair and accurate statement of the requirements of the job.

Job Holder:

Date:

Line Manager:

Date:

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and will be reviewed annually.