

Job Description

Role: Learning Mentor - Mathematics and/or Science

Responsible to: Senior Leadership Team

Main duties

- To support small groups of students designated by the class teacher or Senior Leadership Team.
- Supporting pupils with additional needs in mainstream classes, ensuring their safety and access to learning.
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To assist teachers to identify the learning needs of individual students.
- To provide feedback to teaching staff regarding student progress with respect to identified units of work.
- To keep an accurate record of group work: learning objective / teaching task / students / relevant assessment data.
- To plan and deliver sessions following an outlined programme of study.
- Supporting pupils in using basic ICT as directed.

Professional Development

- To take responsibility for personal professional development.
- To take part, as appropriate, in the school's professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others.

Professional Values and Practice

- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the school.
- To safeguard the health and safety of all students both on the school premises and when engaged in authorised school activities elsewhere.

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed : Date:
Employee

Signed : Date:
Line Manager