**JOB DESCRIPTION**

**Job title:** Learning Mentor

**Grade:** C1

**Responsible to:** Headteacher

**Purpose of role:**

To address barriers to learning for a targeted group of individual pupils in order to enable them to achieve their full potential.

**Main duties:**

1. Liaising with teaching staff to provide particular support to targeted pupils to raise achievement and provide support to enable them to overcome barriers to learning.
2. Work as a member of the pastoral team, and with other members of school staff in order to assess individual needs of each targeted pupil.
3. Support teaching, SEN and other staff in identifying those pupils ,who are in danger of becoming disengaged and/or underachieving, who need extra help to overcome barriers to learning inside and outside school.
4. Support the development and implementation of individual action plans for targeted pupils who need particular support.
5. Develop positive relationships with pupils, staff and families
6. To develop a 1:1 relationship with pupils requiring particular support with the aim of addressing points defined in the action plan and engaging them with activities and opportunities.
7. Undertake home – school liaison activities, including home visits, in order to keep parents / carers informed and to secure positive family support and involvement.
8. Monitor the implementation of all plans and provide feedback to the pupils, teaching staff and families of progress and achievement, as appropriate.
9. Have a full knowledge and appreciation of the full range of activities, opportunities and organisations that could be drawn upon to provide extra support for identified pupils. Using knowledge of the needs of the individual pupil, adapt materials according to the need and interest of pupils.
10. To network with other learning mentors and share best practice.
11. Support the development of partnerships with local organisations to set up support resources and initiatives within school that will address barriers to learning.
12. Maintain accurate records and prepare written reports and evaluations.
13. Support with transition arrangements for pupils entering / leaving the school.
14. Work with vulnerable pupils to ensure a smooth transition to the next year group.
15. Support the development / implementation of activities to encourage family / carer involvement within school.
16. Liaison with external agencies, such as health professionals and Attendance Improvement Officers to support pupils.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_