

JOB DESCRIPTION

SCHOOL: Generic	A.D. Service Area:																
Head of Service Area:	Is this description a generic JD? Yes																
GRADE:G5	JEM Reference No: 01-160 Enhanced DBS Required? Yes																
JOB TITLE: Learning Mentor																	
REPORTS TO: Headteacher (or other nominated person)																	
1.	PURPOSE OF JOB: To work with school staff and other agencies to provide additional support to children who need help to overcome barriers to learning, targeting help to those children who need it most.																
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES																
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3.	MANAGEMENT OF PEOPLE																

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4.	CREATIVITY AND INNOVATION. Scope for creativity within procedures, for example identifying ways to break down barriers to learning, innovation in dealing specific child needs.
5.	CONTACTS AND RELATIONSHIPS Direct contact with Headteacher, Teachers, other employees, parents and other professionals. Postholder will be working with a wide range of children, parent, carers, governors and other agencies.
6.	DECISIONS
	a)Discretion Work is carried out in accordance with legislation, child protection, behaviour management, policies and procedures.
	b)Consequences Impact of service to child or group of children.
7.	RESOURCES Learning materials, personal possessions of others.
8.	WORK ENVIRONMENT
	a) Work Demands The post holder will experience some interruptions, which are an intrinsic part of the role however; this does not cause any overall change to the task.
	b) Physical Demands Some bending e.g. in a school with children's small desks\chairs.
	c) Working Conditions Work is carried in a well-ventilated and well-lit school environment.
	d) Work Context Limited, however, postholder may experience some abuse or aggression from contact with pupils/parents/children.
9.	KNOWLEDGE AND SKILLS No formal qualification is required. Proven track record of working with children for at least one year. Basic understanding of education system or a willingness to learn. Basic computer skills.

	Good communication skills both written and oral. Ability to understand the needs of the children and set appropriate targets.		
10	GENERAL The Headteacher will decide the precise role of the Learning Mentor within school, along with the allocation of responsibilities if the school has more than one Learning Mentor.		
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			
	Name:	Signature:	Date:
Job Description written by: [Manager]			
Job Description agreed by: [Postholder]			
			V5