



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

Post Title	Learning Mentor (Primary)
Salary/Grade	Between spinal column points 20 (FTE £31,586) – 23 (FTE £33,366) : Actual salary between £25,401 and £26,833 dependent upon experience
Working Time	Full-time, term-time only (37 weeks), 36.25 hours per week (FTE 37 hours) – 8.15am to 4.00pm, with half hour lunch break.
Reporting to	SENCO
Liaising with	SENCO, Heads of School, LSAs, Subject co-ordinators, class teachers, relevant outside agencies.
Disclosure level	Enhanced

Summary of the overall purpose of the job

To work as part of the Learning Support Team and deliver high quality support to SEND pupils, with a particular focus on literacy, in order for them to make good progress in school.

Working under the direction of The Head of Primary the Learning Mentor has the following responsibilities:

- **Provide effective support for SEND pupils.**
- **Delivering coaching, mentoring and support to individuals and groups of pupils within the primary phase.**
- **Deliver high quality support for SEND pupils in-class, under the direction of the class teacher, in order for pupils to make good progress in their learning.**
- **To support school policy.**

Pupil Progress

- To research, plan and deliver 1-to-1 mentoring/support sessions with identified vulnerable and disadvantaged pupils on a range of subjects that may be hindering individual learning
- To research, plan and deliver group sessions/workshops with identified vulnerable and disadvantaged pupils on a range of subjects that may be a barrier to their learning.
- To provide in class support for named students, where and when required, in liaison with Heads of School and SENCO.
- To assist where and when necessary with the induction of students
- To implement behaviour plans and contracts through mentoring of pupils.
- To liaise with SENCO keeping her well informed about the students which you mentor/support

- To ensure your Line Manager is informed immediately of any concerns in relation to the students you mentor/support
- Communicate regularly and effectively with parents about pupil progress
- Identify effective pupil premium resources to support named vulnerable and disadvantaged pupils on an individual basis
- To ensure the Designated Safeguarding Officer is informed immediately of any concerns relating to safeguarding in relation to the students you mentor/support
- To attend team and School meetings and those that are specifically in relation to the students that you mentor/support, such as pastoral support programmes or liaison with multi agencies
- To maintain accurate records on named students which measure the impact of your intervention
- To provide written reports on your work as a Learning Mentor and the impact your work has on identified vulnerable and disadvantaged pupils.

Key responsibilities and objectives of the job

- To develop an understanding of the special educational needs of the pupil/s concerned.
- To support specific pupils with barriers to learning in and out of the classroom.
- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.
- To help build the pupil/s confidence and enhance self-esteem.
- To make a difference by contributing to the social and educational development of specific pupils through support, care and motivation.
- To monitor and access identified pupils' EHCPs and to attend annual review meetings if required.
- To accompany and supervise pupils on out of school activities, trips and visits.
- To help the pupil to develop the skills to become a more independent learner.
- To attend parents' evenings and other meetings if required.
- Take part in relevant whole school and individual professional development and training whilst supporting colleagues in their development.
- To liaise with parents/carers and outside agencies when necessary.

Teaching and Learning

- To assist in the development of appropriate resources and teaching and learning strategies to make the curriculum more accessible.
- To work on differentiated activities with identified groups.
- To support teachers in preparing assessments that will allow progress to be shown.
- To support progress across the curriculum.
- To support teachers in the implementation of pupils individual education and behaviour plans.
- To work in co-operation with the class teacher to support the needs of specific pupils and implement effective strategies to meet their needs.
- To work with pupils in small groups or 1 to 1 outside of the classroom, on occasion.
- To monitor and report the overall progress and development of SEND pupils and report directly to The Head of Primary.
- To stay up to date with developments in teaching and learning of SEND pupils.
- To adhere to the behaviour management policy so that effective learning can take place.

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.