

Job Description

Cross Gates Primary School

Role: Learning Mentor – C1

At Cross Gates Primary School we are committed to safeguarding and promoting the wellbeing of all children, and expect our staff and volunteers to share this commitment.

Job title: Learning Mentor – Level 2

Location: Cross Gates Primary School

Grade: C1 pt12-14

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. Developing and implementing study support and out of school activities.

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 team with subject leaders, Heads of Department, pastoral staff and other members of school staff in order to assess individual needs of each targeted pupil.
3. Identification of those pupils 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. 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.
6. Undertake home – school liaison activities, including home visits, in order to keep parents / carers informed and to secure positive family support and involvement.

7. Monitor the implementation of all plans and provide feedback to the pupils of progress and achievement.
8. Use knowledge of the range of activities, courses, opportunities and organisations available to students that can be utilised to provide extra support for pupils.
9. To network with other learning mentors and share best practice.
10. Support the development of partnerships with local businesses and other organisations to set up support resources and initiatives within school that will address barriers to learning.
11. Develop study support activities, such as homework clubs, during and outside of school hours where appropriate.
12. Develop a range of study support activities such as visits to study support centres, homework and after school clubs that clearly address the specific needs of identified pupils and support the actions detailed within individual action plans.
13. Maintain accurate records and prepare written reports and evaluations.
14. Support with transition arrangements for pupils entering / leaving the school.
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.
17. Be a designated member of staff responsible for Child Protection and Safeguarding in the school.
18. To undertake any other duties that are commensurate with the post