**Job Purpose – Learning Mentor – Shelton Infant and Nursery School**

The Learning Mentor will provide tailored support for pupils with social, emotional, behavioural, and pastoral needs, working closely with staff, families, and external agencies. The role aims to improve pupil engagement, attendance, behaviour and overall wellbeing, with a focus on disadvantaged pupils and those with Special Educational Needs and Disabilities (SEND).

**Key Responsibilities**

**1. Pupil Support**

* Provide tailored support 1:1 or in small groups for pupils facing barriers to learning, SEMH or behavioural needs.
* Promote emotional regulation, positive behaviour and inclusion.
* Build positive relationships with pupils to support their self-esteem, motivation and resilience.
* Support pupils to fully engage with learning and school life.
* Support pupils transitioning within the school and into Key Stage 2.
* Deliver appropriate transition activities to ease pupil movement.

**2. Family and Staff Collaboration**

* Work in partnership with parents/carers and school staff to develop support strategies.
* Signpost families to external services and attend multi-agency safeguarding meetings.
* Act as a Designated Safeguarding Lead (DSL) and contribute to safeguarding procedures.
* Share feedback on pupil progress and well-being.
* Contribute to CPD for staff on SEMH, behaviour and safeguarding.

**3. Attendance and Engagement**

* Monitor attendance and punctuality, particularly for pupils with persistent absence.
* Implement strategies to improve attendance and reduce barriers to learning.
* Encourage good attendance and punctuality.

**4. Intervention and Evaluation**

* Plan, deliver and evaluate interventions to support identified pupils.
* Track pupil progress, assess impact of support, and maintain accurate records.
* Contribute to pupil reviews, Early Help Assessments, and Education Health Care Plans (EHCPs).

**5. SEND Support**

* In collaboration with the SENDCo, help ensure the school’s SEND provision complies with statutory requirements and best practices.
* Support the preparation of paperwork for EHCP applications, annual reviews, and referrals to external agencies.
* Assist with organising and monitoring provision for students with SEND.
* Liaise with teachers and teaching assistants to ensure appropriate support is in place.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

**Person Specification**

**Essential Knowledge & Skills**

* Awareness of child development, SEMH and safeguarding legislation.
* Understanding of early signs of emotional and behavioural difficulties.
* Familiarity with behaviour management techniques and trauma-informed practice.
* Ability to deliver structured interventions and measure impact.
* Competence in maintaining records and preparing reports.

**Interpersonal & Communication**

* Strong relationship-building skills with pupils, families and professionals.
* Ability to handle sensitive information confidentially.
* Capable of setting aspirational yet achievable targets for pupils.
* Skilled in de-escalation and managing emotionally challenging situations.

**Organisation & Independence**

* Ability to manage own workload and prioritise tasks effectively.
* Show initiative and flexibility when delivering interventions.
* Confident working under guidance, but capable of working independently when needed.

Desirable Experience

* Experience of working with children in a school setting.
* Experience of working in environments with safeguarding responsibilities.
* Experience of forming positive relationships with children, families, external agencies and staff.
* Experience supporting pupils with learning, emotional, social and behavioural needs.
* Experience adapting and preparing resources for children with individual needs.
* Experience working with children with language and communication difficulties.
* Confident in using information technology to support learning and/or administration.
* Ability to support classroom staff, the SENDCo and other leader withs administrative tasks.

**Safeguarding Statement**

Shelton Infant and Nursery School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undergo an enhanced DBS check and provide satisfactory references