



## St Laurence School Job Description

<b>Title of Post:</b>	Part-time Learning Mentor
<b>Grade:</b>	NJC Pay Scale Grade F SCP 9-11
<b>Contract Terms:</b>	NJC Terms and Conditions SLS Generic job description for all support staff 15 hours 30 minutes per week 39 weeks per year <b>Week A</b> Thursday 8.30am – 3.00pm (includes a 30 minute unpaid break) Friday 8.30am – 3.00pm (includes a 30 minute unpaid break) <b>Week B</b> Wednesday 8.30am – 3.00pm (includes a 30 minute unpaid break) Thursday 8.30am – 3.00pm (includes a 30 minute unpaid break) Friday 8.30am – 3.00pm (includes a 30 minute unpaid break) plus 30 minutes for the TA team meeting on Wednesdays week B which will finish at 4pm]
<b>Fundamental Task:</b>	To support learners who have a range of complex needs, helping them with their learning and with the development of key life-skills.
<b>Relationships:</b>	The postholder is responsible to:- <ul style="list-style-type: none"><li>• SENDCo</li><li>• Headteacher</li></ul> <p>Professional interaction with colleagues is expected in order to maintain productive relationships and promote mutual understanding.</p> <p>Staff are entitled to expect courtesy and respect from students and are expected to work towards a constructive and harmonious relationship with them.</p>
<b>Main Duties:</b>	<ul style="list-style-type: none"><li>• To plan and deliver bespoke sessions which support access to the national curriculum, in a range of subjects; this includes the development of new resources and study programmes</li><li>• To ensure that appropriate and high-quality resources and programmes are used</li><li>• To help students to fulfil the outcomes on the My Plan/My Support Plan</li><li>• To act as a key worker for students</li><li>• To support named students in a classroom setting and to reinforce/extend this work in withdrawal lessons</li><li>• To liaise with Heads of Department/Key Stage Coordinators/AEN staff to plan and mark appropriate curriculum-based courses for individuals/small groups of students</li><li>• To support teaching staff or AEN colleagues with routine administration such as liaising with staff prior to report writing and contributing to SEND Reviews</li><li>• To establish and maintain a recording system to monitor work and progress</li><li>• To assist in ensuring that students adhere to the behaviour policy of the school</li><li>• To liaise with parents and other parties as required</li></ul>
<b>Decision Making</b>	The jobholder has no direct decision-making responsibility but is responsible for adherence to Whole School and Departmental policies.

**For all staff** - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

Notes: The jobholder must have the ability to undertake a range of tasks involving the Interaction with all School stakeholders.

- a) The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, paragraph 35).
- b) In line with school policy, all job descriptions are subject to review each year, to support professional development of the postholder and to ensure that the role meets the challenging needs of the school.