Job Title	**Learning Mentor**
Pay Grade	**G5**
Directorate	Education
Division	Primary Schools
Reports to	Assistant Headteacher with Responsibilities for Inclusion and Special Educational Needs
Location	Vaughan Primary School

Role Purpose

- To provide a complimentary service to teachers and other staff in the school, addressing the needs of children who require assistance in overcoming barriers to learning in order to achieve their full potential, or accessing the curriculum
- To provide a predominately education-based role but have a wider remit including working with families and the wider community

Job Context (Key outputs of team / role)

- The postholder will be directly line managed and appraised by the Assistant Headteacher with Responsibilities for Inclusion and Special Educational Needs
- The Learning Mentor will work with a range of pupils, but will give priority to those who need the most help, especially those experiencing multiple disadvantages including children with special or medical needs, challenging behaviour and children with a statement of special educational needs or an Educational Health Care Plan
- The Learning Mentor will work across the primary age range of 3-11 years, offering support and guidance beyond the scope of their caseloads

Generic Duties

- To demonstrate a commitment to the Council's Equal Opportunities Policy and the ability to understand and implement the policy in relation to the job responsibilities.
- To ensure compliance with your responsibilities as laid out in the council's health and safety policy and take an active role in promoting a positive health and safety culture.
- To promote and participate in the council's individual performance appraisal and development initiatives and information management best practice.
- To ensure compliance with the council's information security policies and maintain confidentiality.
- In accordance with the Immigration Act 2016, where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post

Values, Behaviours and Equalities

We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals. Our three values are:

Be Courageous, **Do It Together** and **Make It Happen**

These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit.

Main Duties / Accountabilities

- To participate in the assessment of pupils who need extra help to overcome the barriers to learning they experience from inside and outside the school
- To draw up an action plan with the Assistant Headteacher with Responsibilities for Inclusion and Special Educational Needs, teaching staff and other staff for individual pupils who need support
- To work in a variety of ways to support, motivate and challenge pupils and raise levels of achievement including through support in class, 1:1 support and group activities
- To devise, implement and evaluate specialised and personalised programmes of work to encourage and promote and pupil's social, emotional and behavioural development and progress for both individuals and groups

- Maintain regular contact with families whose home circumstances appear to present a significant barrier to successful learning, and work with parents to help the pupil achieve their targets
- Work effectively and collaboratively with teachers, support staff and external support as required to ensure effective support provision for all our pupils
- Attend and participate in multi-disciplinary meetings, contributing to the sharing of information and/or planning in relation to specific pupils
- Participate as required in relevant training which has been identified by the line manager and other members of the Senior Leadership Team
- Undertake a range of administrative duties relevant to the post, including preparation of paperwork for meetings and reviews
- To share knowledge and provide guidance to teaching and non-teaching staff in relation to a range of activities and programmes of support which will meet the needs of pupils
- Create a directory of resources, activities, organisations and support services which can be drawn upon by staff and parents to support children identified
- Maintain a record of case studies and evaluations as evidence of effective practice, support and guidance
- Monitor pupil progress before, during and after intervention or therapeutic support to measure the impact; this should include pupil evaluations
- To support identified pupils through transition both inside and outside of school
- Organise and run lunchtime activities to support pupils who have difficulties at breaktime
- To act as a Mental Health First Aider within the school community in order to raise awareness of mental health and to reduce stigma and discrimination.
- To recognise signs and symptoms of mental health need in order to provide support and early intervention
- To assess and manage risks associated with mental health for the school community

Selection Criteria - Knowledge, Skills and Experience

Role requirements	**Essential**	**Desirable**
Good interpersonal skills and ability to relate and communicate effectively with children, staff and parents	✔	
Good organisational skills	✔	
Ability to work independently and flexibly as part of a team	✔	
Ability to show initiative in a range of situations		✔
Ability to plan and lead appropriate intervention activities		✔
Ability to plan and provide guidance to teaching and non-teaching staff in terms of relevant CPD	✔	
Understanding the developmental needs of children		
Experience working with primary aged children	✔	
Good ICT skills		✔

Qualifications

Role Requirements	**Job specific examples** (if left blank refer to left hand column)	**Essential**	**Desirable**
NVQ Level 2 or Equivalent		✔	
Maths & English GCSEs			✔
Learning Mentor Training		✔	

Other Requirements

Manager Signature	Employee Signature
Job Title	Job Title
Date	Date