



LEARNING MENTOR – JOB DESCRIPTION

Job title	Learning Mentor
Grade	Grade 3 (points 9-22)
Responsible to	Principal, Assistant Principal/Lead DSL
Responsible for	Supporting individual learners and their families to raise standards and remove barriers to learning
Effective from	October 2024

SUMMIT LEARNING TRUST Mission Statement

Strength through Endeavour
Ambition through Challenge
Excellence through Diversity

Job Purpose:

To work positively within the academy's curriculum and pastoral system to: -

- Support the raising of standards in the academy by providing support to individual learners and their families
- Support learners of the academy by helping them to remove the barriers to their learning
- Support the improvement of learner punctuality, attendance and behaviour and assist the academy's pastoral programme in reducing exclusion
- Support the school's extra-curricular provision by leading and promoting pupil engagement. As well as providing social, emotional and mental health support for pupils.

Main Duties and Responsibilities

- Provide one-to-one support and/or support within the classroom for learners in order to improve academic progress and learning.
- Provide group work opportunities for identified learners to support them in addressing their issues.
- To work closely with Phase Leaders and SENDCO in planning overall approaches and individual programmes of work
- Develop strategies to support learners across the academy to improve their punctuality, attendance and behaviour.
- To work closely with colleagues and learners in their efforts to bring about social inclusion in its various forms. For example, this could be delivered through school assemblies or staff meetings/INSET.
- To organise a programme of activities outside the classroom that support the educational and social development of identified children including: - play therapy, school councils etc.
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the Teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.

- Be responsible for maintaining regular contact with the families or carers of identified learners to develop and maintain regular contact with them and keep them informed of their needs and progress to secure positive family support and involvement.
- Ensure that parents/carers are actively involved with the development of individual plans to support their children.
- Keep accurate and up to date records of relevant communications with parents/carers.
- Develop positive family support and involvement.
- Be responsible for close liaison with colleagues and other support services and be able to work under your own initiative and be sensitive to the procedures and protocols of the academy and other services.
- Be able to communicate effectively with academy and trust personnel at all levels.
- Be responsible for sharing communication regarding identified learners with academy/pastoral colleagues and other appropriate professionals e.g. learning support services, Education Social Worker, Educational Psychologists and Social Care Services, in their efforts to support pupils and their families.
- Where appropriate, work in partnership with appropriate agencies and support colleagues in a joint effort to help learners and their families to overcome their difficulties.
- Contribute to multi-agency assessments in respect of identified learners as required.
- Be responsible for leading extra-curricular activities to promote learner engagement and organise and manage the breakfast club.
- Setting up and maintaining relevant learner records.
- Working with colleagues to write and review relevant reports for those learners identified as requiring support.
- Providing reports and evidence for monitoring and evaluation to relevant colleagues as required.
- Writing reports on individual learners for specific support meetings as appropriate.
- Attendance at appropriate staff meetings and parent's evening as required

General Duties

- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Undertake health and safety duties commensurate with the post and/or as detailed in the academy health and safety policy.
- Work in accordance with all of the academy's and trusts policies and procedures.

Notes

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	