



Exmouth
Community
College
Academy Trust

Job Pack

Learning Mentors

Permanent

NJC Grade B (SCP 3)

Job Description

Title:	Learning Mentor (Grade B)
Contract Type:	Permanent
Start Date:	ASAP
Grade:	NJC Grade B (SCP 3)
Salary:	£15,382 – actual starting salary per annum
Hours:	30 hours per week x 38 weeks of the year (term time only) Monday to Thursday 8.30am – 3.00pm (includes a daily 30 minute unpaid break)
Reporting to:	Senior Learning Mentor
Responsibility for:	No line management responsibilities

Introduction to the Learning Support Team

The Learning Support team consists of approximately 25 Learning Mentors, supporting students across the curriculum. The team is managed by Assistant SENDCos, with smaller groups being managed on a day-to-day basis by Senior Learning Mentors. We are seeking a Learning Mentor who would be committed to the College and supporting our students. If you have experience of working with children with special educational needs and disabilities (SEND), or you are looking for a career in support we would be pleased to hear from you.

Learning Mentors are used in a variety of ways such as supporting students both in and out of the classroom and facilitating academic progress across all key stages. The post holder is required to be flexible (within normal working hours) and may be asked to do such things as facilitate small group work or support individual students.

Purpose of the Job

To work under the direct instruction of both teaching and support staff, to support access to learning for students and assist in the management of students. Work might take place outside the main teaching area.

Key Responsibilities

To work under direct supervision/instruction to support access to learning by:

- Attending to the welfare and personal care of students, including those with special educational needs and disabilities
- Working with small groups or one to one
- Provide support across the College to KS3, KS4 and KS5 students

Support the teacher by:

- Being aware of students' progress/achievement/difficulties and reporting these to the teacher
- Undertaking student record keeping as requested
- Being aware of/working within planned learning activities

- Occasional contribution to planning e.g. for individual students
- Working with the teacher in managing student behaviour and reporting difficulties as appropriate
- Administering routine tests/exams

Supporting students by:

- Supervising and providing support for students, including those with special needs and disabilities, ensuring their safety and access to learning
- Attending to the students personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Establishing good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Promoting the inclusion and acceptance of all students
- Encouraging students to interact with others and to engage in activities led by the teacher
- Promote students to act independently

Support the curriculum by:

- Supporting students to follow and understand instructions
- Supporting students in respect of local and national learning strategies as directed by the teacher
- Supporting students using ICT as directed

Support the College by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Ensuring all students have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the college
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Accompanying teaching staff and students on visits, trips and out of college activities as required
- Assist with lunchtime supervision of students when required.
- Any other duties commensurate to the post.

Working Conditions

- The College is located on a large, split-site. Walking between classrooms in all weather conditions is required.

Physical Demands

- Light – Involves walking or standing to a significant degree, exerting negligible amount of force to move objects.

Person Specification

Attributes will be assessed via the application, certificate, interview, assessment, observation and references

Attributes	Essential	Desirable
Qualifications		
GCSE English and Maths at Grade C / Level 2 qualification or above, or equivalent training / experience	✓	
Teaching Assistant qualification e.g. Supporting Teaching and Learning in Schools Certificate		✓
Experience		
Working with or caring for children aged 11 - 19	✓	
Proven experience of working with or caring for students with SEND		✓
Skills and Knowledge		
Capacity to take responsibility and show initiative	✓	
Good team working skills	✓	
Ability to use technology to a basic level e.g. computer, photocopier etc	✓	
Good written skills and ability to communicate effectively with people at all levels	✓	
Good numeracy/literacy skills	✓	
Awareness of data protection and confidentiality	✓	
Understanding of classroom roles and responsibilities and to understand own position within these		✓
Personal Qualities		
Ability to relate well to children, young people and adults	✓	
Adaptable, flexible and creative	✓	
Enthusiastic and motivated	✓	

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College