



INFORMATION PACK:

SEND Learning Mentor



The Latimer Arts College

Job Description

Role:	SEND Learning Mentor	Postholder:	
Scale:	Grade F, Point 6-7	Hours:	32.5 hours per week 39 weeks per year
Line Manager:	SEND Provision Lead	Direct Reports:	None
Date:		Reviewed:	

General Responsibilities

To be responsible for leading in securing high standards of SEND student attendance and punctuality to lessons.

Specific Responsibilities

To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people.

- Promote the importance of good attendance to lessons and engagement with the curriculum;
- Mentor SEND students to improve their attendance to lessons, liaising with key staff as appropriate;
- Deliver targeted intervention programmes as recommended in EHCPs (Education, Health and Care Plans) and Educational Psychologist reports to support student progress and development;
- Act as a Learning Support Assistant within the classroom when needed;
- Track and record student progress in interventions, maintaining accurate and timely records;
- Track the attendance to lessons and progress of key students;
- Communicate home to engage families so that attendance to lessons can be improved;
- Support students within the Learning Support room, helping them to reintegrate into mainstream lessons and overcome barriers to attendance or engagement;
- Support with the attendance of key students at examinations and for key NEA deadlines;
- Supervise and support students in the learning environment, to promote independence;

- Support students on visits, trips and out of school activities as required, and to take responsibility for a group of key students under the direct supervision of the teacher;
- Support students in the after-school homework club, once a week.

Other General Duties and Responsibilities

- To be present at the start of the day to support with meet and greet for key vulnerable students;
- To liaise with and support the attendance team with punctuality or attendance to lessons of key SEND students;
- To be a Safeguarding Officer for SEND students.

To undertake any additional duties as deemed reasonable by the Principal.

Person Specification: SEND Learning Mentor

SELECTION CRITERIA (no priority order)

Qualifications	Essential	Desirable	Method of Assessment
Good standard of education	X		Application form / verified at interview
Relevant professional qualification such as HLTA		X	Application form / verified at interview

Working with Children and Young People: safeguarding	Essential	Desirable	Method of Assessment
Motivated to work with children and young people to ensure they are successful	X		Application form / interview
Commitment to, and belief in, the equal value of all students	X		Application form / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Reference / interview
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	X		Reference / interview
Ability to implement relevant highly effective behaviour management strategies with children and young people	X		Application form / interview
Ability to raise self-esteem and expectations of children and young people	X		Application form / interview
Have an awareness, understanding and solution focused approach to overcoming attendance barriers (including mental health, wellbeing and anxiety)		X	Application form / interview

Knowledge and Experience	Essential	Desirable	Method of Assessment
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection	X		Application form / interview
Experience of supporting students within a secondary school environment	X		Application form / interview
Knowledge and experience of school attendance systems		X	Application form / interview
Knowledge and understanding of SEND	X		Application form / interview
Experience of working with agencies that deliver children and young people's services		X	Application form / interview

Skills	Essential	Desirable	Method of Assessment
Strong ICT skills, especially in the use of Word and Excel	X		Interview
Experience of using SIMS (school's information management system)		X	Application form
Ability to work with confidential information where discretion is paramount and an understanding of data protection.	X		Interview

Personal Qualities	Essential	Desirable	Method of Assessment
Communication skills to influence, persuade, motivate and engage with a wide range of children, young people and their families	X		Application form / interview
Ability to communicate effectively and relate well to other stakeholders	X		Reference / interview
Warmth, confidence and empathy informed by a clear sense of purpose in working with children and young people	X		Application form / interview
Physical and emotional resilience and reliability under pressure: managing the unexpected!	X		Interview
Creativity, energy and enthusiasm	X		Application form / interview
Efficient and organised: independent and effective in time management, with a strong ability to prioritise	X		Application form / interview
A willingness to be flexible and adaptable	X		Application form / interview
Good sense of humour	X		Application form / interview
A clear ability to work under own initiative and display flexibility	X		Application form / interview

Additional Requirements	Essential	Desirable	Method of Assessment
Willingness to contribute to the wider aspects of school life	X		Interview
Evidence of commitment to professional development	X		Application form / interview