JOB DESCRIPTION

JOB TITLE: SENIOR LEARNING MENTOR

GRADE: GR4

1.0 JOB PURPOSE:

1.1 The Learning Mentor will work with pupils, parents, staff and outside agencies to ensure that the school fully supports pupils who need help to overcome barriers to learning.

2.0 DUTIES AND RESPONSIBILITIES:

2.1 Management Responsibilities:

- 2.1.1 Monitoring pupil attendance and punctuality.
- 2.1.2 Managing the school's first intervention programme in relation to attendance and punctuality, including writing to and meeting parents when there are concerns.
- 2.1.3 Liaising and working with the Education Welfare Services in relation to pupils regarding whom there are serious concerns over attendance or punctuality.
- 2.1.4 Monitoring the implementation of the school's behaviour policy, including administration of rewards and sanctions.
- 2.1.5 Ensuring effective communication between all staff regarding identified pupils and between school and home.
- 2.1.6 Communicating daily with Head Teacher and/or other teaching staff regarding concerns relating to pupils.
- 2.1.7 To maintain up to date records and data basis regarding both individual pupils and the implementation of whole school behaviour policy.
- 2.1.8 To ensure effective exchange of written records and information at times of pupil transfer to secondary school.

2.2 Working with Pupils, Parents and Carers:

- 2.2.1 To work with teaching staff to identify pupils who are at risk of underachieving.
- 2.2.2 To use pupil performance tracking data, assessments from teachers and support staff and information from parents to inform the setting of individual pupil targets.
- 2.2.3 To undertake a range of responsibilities regarding identified pupils to support them in achieving their targets.
  - 2.2.3.1 Drawing up and implementing individual action plans and/or Pastoral Support Plans, in consultation with class teachers, the Special Needs Co-ordinator, parents or carers and external agencies.
  - 2.2.3.2 Promoting and supporting family learning programmes.
  - 2.2.3.3 Taking groups of pupils for 'Anger Management' and 'Self Esteem' work.

2.2.3.4 Holding daily 'drop in' sessions for pupils.

2.2.3.5 Supporting School Council sessions.

2.2.4 To develop effective relationship with pupils in order to monitor progress towards agreed goals.

2.2.5 To initiate and maintain contact with families and carers to ensure a positive relationship with school and develop family support for the pupils.

2.2.6 To be the immediate point of contact within school for children and families in crises.

2.2.7 Supporting the reintegration of pupils who have been subject to fixed term exclusion.

2.2.8 To support pupils and parents or carers during pupils' transition between Key Stages, including secondary transfer.

2.3 Working with Outside Agencies:

2.3.1 To be the focal point of contact between various agencies where a multiple agency approach is required for a targeted pupil, e.g. ESWS, Social Care and Health, Community Health and Youth Offending Team, Pupil Referral Unit, so that the needs of the pupil are met in a focused and integrated way.

2.3.2 To have a good knowledge and of the range of activities, courses, opportunities, organisation and individuals that could be drawn upon to provide extra pupils.

2.3.3 Attending Case Conferences and Core Group Meeting regarding pupils and preparing and submitting reports for these.

2.3.4 Liaising with mentors in other schools, including secondary.

2.4 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.5 To ensure all tasks are carried out with due regard to Health and Safety.

2.6 To undertake appropriate professional development including adhering to the principle of performance management.

2.7 To adhere to the ethos of the school:

2.7.1 To promote the agreed vision and aims of the school.

2.7.2 To set an example of personal integrity and professionalism.

2.7.3 Attendance at appropriate staff meetings and parents' evenings.

2.8 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

OBSERVANCE OF THE TRUST'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED:

3.1 Supervising Officer's Job Title: **EXECUTIVE HEAD TEACHER**

3.2 Level of Supervision:

1. Left to work within established guidelines subject to scrutiny by Supervisor.