

Stepney All Saints School

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Headteacher: Mr P Woods

SLC Learning Centre Mentor- Job Description

Role title	SLC Learning Mentor KS3/KS4
Purpose of role	To work with teachers and support staff as part of a professional team to support students to overcome barriers to learning including behaviour
Working hours	35 hours per week for 39 weeks per year (term-time only position) 8.30am – 16:00pm
Line Manager	Stepney Learning Centre Manager
Grade of Post	Scale 6 (point 18 to 20) (£32,418-£33,510 pro rata)

Key Duties:

1. To run the day-to-day internal suspension facility, manage pupils internally suspended
2. Liaise with Behaviour leads and teachers to provide support to students for Key Stage 3 & 4 to identify and help students overcome barriers to learning to ensure progress
3. Implement policies to improve behaviour, attendance, punctuality, homework and progress whilst on a SLC placement and when they return to mainstream lessons
4. Support staff to investigate incidents and implement action plans for targeted students
5. Support the reintegration of students into school following periods of exclusion/ absence under the direction of the head of the Stepney Learning Center. This includes the process of Day 6 and completing classroom observations on pupils
6. To promote and support inclusion for all children including pupils with SEN, EAL and those with a physical disability.
7. Share information and liaise with parents/ carers and Early Help as directed by Line Manager/HOY and Safeguarding Team
8. Provide extra support to students through a range of activities and opportunities to promote their social care and personal development
9. Create/Deliver resources and facilitate group workshops and programmes for pupils across the school within PSHE guidelines
10. Maintain records and monitor the impact of actions using effective systems SIMs, spreadsheets and online software
11. Support collaborative work between the Stepney Learning Centre and the main school.
12. To have a high profile in school, particularly at key times lesson changeovers, break, lunch, before school and after school entry/exit gates
13. Attend whole school events e.g. Parents' evenings / assemblies/ CPD (where appropriate)
14. To support individual teachers/departments with support strategies to improve behaviour management in the classroom/across a department
15. To demonstrate a flexible approach to supporting pupil progress through effective behaviour management. This includes one to one mentoring, in class support as well as internal exclusions and through mentoring and the completion of various documents



- 16. To complete home visits directed by line manager to support school policies around pupil welfare and attendance
- 17. Contribution and completion of Early Help Assessments (EHAs)
- 18. To undertake first aid and safeguarding training

All support staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice
- Support safeguarding and child protection measures and promote the welfare of students
- Undertake any other reasonable duties commensurate with the role and grade as determined by the Headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents' evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date:

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