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|  | **Milton Hall Primary School and Nursery**  **Job Description** |  |
| **Salary Level:** | **Level 5 SCP 8-12** |  |
| **Post Title:** | **Specialist Learning Mentor** |  |
| **Responsible to:** | **Headteacher, Lead SENCo and Pastoral Manager** |  |

**Purpose of the Job:**

To work in partnership with the SENCO/ Pastoral Manager and class teachers to support the learning in line with the national curriculum, codes of practice and school policies and procedures.

**Duties**

* To listen and work with individual children/groups, providing strategies to support their development as confident learners.
* To respond to the direction of the SENDCos/Pastoral Manager and Class Teacher.
* Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
* Be aware of one page profiles and pupils with risk assessments and work in line with them.
* Develop and maintain contact with families/carers of children in need of extra support.
* To work with children/parents/carers in adopting due regard to health and safety issues for themselves and others.
* To work with individual/groups of children with EHCPs and those identified with SEND/SEMH needs.
* To plan and facilitate SEND/SEMH intervention groups for children.
* To talk to class teachers about work to be covered with the children and to make notes in daily record books.
* To work with, or organise work with, individual/groups of children during lesson time when appropriate.
* To attend regular team meetings and to support these meetings by sharing your expertise.
* To support the teacher with collecting and maintaining accurate records of intervention groups and monitor progress.
* To liaise with the class teacher, SENDCo/Pastoral Manager and others as appropriate on the needs and progress of individual children.
* Supervision of children during break/lunch times.
* To accompany children on school visits when necessary.
* To support the transition of children from bases to the mainstream class when necessary.

**Behaviour/ Safety/ well-being and Learning support:**

* To use and adapt a range of teaching, learning and behaviour management strategies, including the personalisation of learning.
* To provide a classroom environment in which children feel welcome and valued.
* To establish a safe and stimulating environment for children, rooted in mutual respect.
* To demonstrate consistently the positive attitudes, values and behaviour which are expected of children.
* To have high expectations of behaviour and use a range of strategies for example, nurture and therapeutic thinking.
* To establish positive relationships with children and actively encourage their independence, self-esteem and self-awareness.
* To reinforce appropriate behaviour in a variety of settings to facilitate access to the curriculum and to support appropriate behaviour at unstructured times, eg breaks and lunchtimes.
* Builds positive partnerships with parents / carers and with other professionals to support children.
* Use Team Teach/Positive handling when required to manage dangerous behaviour if children are being unsafe to themselves or other members of staff.

**General**

To undertake any training commensurate with the post.

All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out above.

This job description will be reviewed at annual appraisal.

**Signed** : ……………………………………………………. **Print**: ………………………………………………………… **Date**: ……………………………..

*Employee*

**Signed** : ……………………………………………………. **Print**: ………………………………………………………… **Date**: ……………………………..

*Line Manager*

**Signed** : ……………………………………………………. **Print**: ………………………………………………………… **Date**: ……………………………..

*Headteacher*