



Job description: Learning Mentor

Grade: E

Working pattern: 30 hours per week term time only

Responsible to	Designated Safeguarding Lead (DSL)
Core Purpose	As part of the school's Safeguarding Team, the post holder will take a key role in supporting and enabling pupils to access and maintain their education and develop personal and social skills such that they can realise their own positive potential, addressing the needs of pupils who require help in overcoming barriers to learning.
Key responsibilities	
Support for pupils	<ul style="list-style-type: none">• Work with individuals and groups of pupils to identify their educational and emotional needs in order to support and facilitate their progress.• Act as key worker for individual pupils and their wider network (parents/social workers etc)• Mentor pupils with individual support plans in areas causing concern: behaviour, achievement etc.• Work with pupils who are at risk of permanent exclusion using the 'Escape from Exclusion' package and other appropriate resources.• Mentor pupils with low self-esteem, personal issues, anger management difficulties and those suffering from bereavement or loss, running 1:1 sessions and group work where appropriate.• Support pupils with transition into secondary school and on to further education• Assist with the coordination and facilitation of Mental Health and Wellbeing support groups for identified pupils• Liaise with parents/carers about their concerns for their children and where appropriate advise on behavioural strategies and parenting skills
Support for the school	<ul style="list-style-type: none">• Maintain an up to date knowledge of the range of external agencies and opportunities that can be used to provide extra support for pupils and families• Liaise with Heads of Year (HOY) regarding pupils causing concern and signpost to appropriate outside agencies, completing referrals where necessary• Accompany HOY/DSL on home visits as required• Keep detailed, accurate and secure records of concerns, referrals and actions• Manage own caseload, planning, delivering and measuring interventions to support identified pupils.• Prepare relevant and accurate information as required for student reviews, case conferences, governors' meetings, CAF meetings, PEP meetings etc.• Provide administrative support to the Child Protection Team.• Share best practice by attending Learning Mentor network meetings when available• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and

	<p>data protection, reporting all concerns to an appropriate person</p> <ul style="list-style-type: none"> • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime as required • Facilitate CPD as required in order to develop strategies to address barriers to learning. • Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher • Train and act as a First Aider • Contribute to a positive ethos within the school. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>
<p>The job description is not necessarily a comprehensive definition of the post and the staff member may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require. It will be the subject of review and may be modified or amended after consultation with the post holder.</p>	

LearningMentor Person Spec Dec2017

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.