



JOB DESCRIPTION

Job Title: Learning Mentor

Grade: GR3 subject to formal evaluation under the Pay Equity Review

1.0 JOB PURPOSE:

1.1 To provide a complementary service to that given by existing teachers and pastoral staff in school addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential

2.0 DUTIES AND RESPONSIBILITIES:

2.1 With teaching and pastoral staff, to participate in the comprehensive assessment of all children entering school to identify those who need extra help to overcome barriers to learning inside and outside school.

2.2 To identify those children who would benefit most from a learning mentor and, working with others, draw up and implement an action plan for each child who needs particular support (except where the pupil was already subject an individually tailored plan).

2.3 To develop a 1:1 mentoring relationship with children needing particular support where necessary aimed at achieving the goals defined in the action plan.

2.4 To maintain regular contact with families/carers of children in need of extra support, to keep them informed of the child's needs and progress, and to secure positive family support and involvement.

2.5 To work closely with the SENCO and the senior member of staff responsible for gifted and talented provision, to ensure that the needs of gifted and talented children, children in care and those with special educational needs are met

2.6 To monitor and report on the implementation of all plans drawn up to remove barriers to learning for individual pupils

2.7 To have full knowledge and appreciation of the range of activities courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils

2.8 To facilitate the sharing of information between local agencies, schools, authorities and other learning mentors, and be the single point of contact for accessing a range of community and business based programmes and specialist support services for example, the Social and Youth Services, the Education Welfare Service, the Probation and Careers Services, and out of school study support and business and community mentors

2.9 To communicate with other learning mentors and share best practice

2.10 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.



- 2.11 To ensure all tasks are carried out with due regard to Health and Safety
- 2.12 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.13 To adhere to the ethos of the school
- 2.14 To promote the agreed vision and aims of the school
- 2.15 To set an example of personal integrity and professionalism
- 2.16 Attendance at appropriate staff meetings and parents evenings
- 2.17 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.