



JOB DESCRIPTION

LEARNING MENTOR

RESPONSIBILITIES OF ALL STAFF

- To support the whole school vision, values and expectations
- To act upon the duties and responsibilities arising from the Children Act 2004, 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education'
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To demonstrate commitment to Equal Opportunities
- To show commitment to whole school expectations 'Ready Respectful Safe' as outlined in the Code of Conduct
- To show commitment to the School Growth Plan priorities by attending meetings or training as required and working towards annual Professional Growth Plan targets
- To carry out duties associated with the role which are reasonably assigned by the headteacher

RESPONSIBILITIES OF LEARNING MENTORS

- Deliver pastoral support to students as directed by the Pastoral Lead
- Use a range of skills, training and experience to support students with learning difficulties
- Establish productive working relationships with students, acting as a role model
- Provide feedback to students in relation to progress and success
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment, resources and materials
- Assist in the development of work plans, deliver interventions, worksheets etc.
- Contribute to the maintenance records, information and data, producing analysis and reports as required
- Implement specific interventions students under the guidance of SLT or line manager
- Accurately record progress and provide written feedback as required
- Administer and assess routine assessments
- Invigilate or provide access arrangements for public exams
- Attend and participate in regular meetings with external agencies as required
- Support students at unstructured times as directed
- Support students on external visits and trips as directed
- Contribute to whole school behaviour support by being on the On Call rota