



## Learning Mentor Job Description

**Pay Scale:** S01

**Pay:** £25,679 P.A.

**Hours:** 36 hours per week, Term-time only

**Line Manager:** CMD Manager

**Purpose:** To provide a complimentary service to teachers and pastoral staff addressing the needs of children who need to help to overcome barriers to learning both inside and outside school, in order to achieve their full potential.

### **Duties and Responsibilities:**

- With the Pastoral Team, to promote the highest standards of behaviour and of social and emotional wellbeing.
- To provide a mentoring service to a number of students, involving regular programmed mentoring sessions.
- To provide assist with the analysis of data to support the achievement of students.
- To provide evaluate the effectiveness of all learning mentor interventions including clubs.
- To lead in the gathering of baseline information for new mentees.
- To liaise with mentors and other staff to aid the effective transfer of student information, particularly of targeted students.
- To identify and analyse the blockages to learning and assist in drawing up individual action plans for such students.
- To the implementation of individual action plans and monitor and assess progress against targets set out in the plans in a review.
- Keep efficient records of their mentoring activities in line with school procedures and produce such written reports that are required from time to time.
- To take part in, and where appropriate, to contribute to staff training programmes.
- To attend staff and line management meetings.
- To contribute to the planning of activities and courses held for the mentees.
- To encourage students to take up the educational opportunities offered by school by developing strategies to combat disaffection and demotivation.
- To develop strategies to improve the attainment of 'passive' learners and talented students identified as underachieving.
- To network with other Learning Mentors and share best practice.
- To assist and track the Plashet Positives Rewards System on G04 schools and assist the YC in the management and administration of the Reward System
- To assist and track behaviour incidents on G04 Schools and support the YC in the collation of this data on a termly basis.
- To provide a first response to urgent situations involving students.
- To conduct any necessary investigations or interviews, keeping appropriate records.
- To liaise with colleagues/parents/outside agencies as appropriate to provide ongoing support to students in particular difficulties.

- To support individual students in implementing agreed strategies.
- To be a visible presence around the school site.
- To monitor punctuality and lesson attendance.
- To become a certificated First Aider and to provide first aid as required (as part of the First Aid Team).
- To be aware of and comply with all school policies and procedures, in particular those relating to Equal Opportunities, Health and Safety, Risk Assessments and Child Protection.
- To carry out other duties and tasks that may reasonably be requested.

### **Generic**

1. Undertaking the necessary training required in order to keep up to date with developments as identified through Appraisal.
2. Ensuring compliance with the school's Health and Safety Policy by being alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.
3. Personally contributing to an environment that welcomes diversity and respects individuals. The school has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote its policies and their work.
4. Performing other such duties of a similar nature as from time to time may be required. Fundamentally to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.
5. To strictly observe the principles of confidentiality and Data Protection.
6. To have responsibility for promoting and safeguarding the welfare of all students.
7. The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, to work positively and inclusively with colleagues and stakeholders so that the School provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disability

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.