



Job title	School Learning Mentor
Salary Scale	Scale 5
Hours of Work	8.30-3.30 (30 minutes for lunch). 35 hours p.w. Term time only
Responsible to	Headteacher/Assistant Headteacher
Responsible for	Supporting Learning and Teaching
Line managed by	SENCO

Purpose of Job

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils in and outside of the classroom. Staff may also supervise whole classes occasionally to maintain good order and keep pupils on task. Be a proactive member of the safeguarding team. Working under guidance: provide support in addressing the needs of pupils who need particular help to overcome barriers to learning and social inclusion. Collaborate with the family support officer to improve attendance using data and working directly with pupils and families.

Generic Responsibilities

To support the Pupils

- Use specialist skills/training/experience to support pupils.
- Provide pastoral support to pupils, and early intervention as required.
- Organise the supervision of pupils excluded from, or otherwise not working to a normal timetable.
- Develop 1:1 mentoring arrangements with pupils and provide support for disaffected pupils.
- Provide information and advice to enable pupils to make choices about their own learning and behaviour.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Behaviour Plans and attendance improvement strategies
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils. Champion the Rights Respecting agenda
- Encourage pupils to interact with others and engage in activities led by staff.
- Challenge and motivate pupils and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Organise and run supervised play sessions at lunchtimes for those experiencing difficulties in the playground as required

To Support the Teaching Staff

- Assist in the development and implementation of appropriate management strategies.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links with the
- Ensure that all staff understand and support the strategies being used to support and develop pupils' learning and behaviour.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor and evaluate pupils' responses to learning through observation and planned recording of achievement against the learning objectives.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, ensuring the availability of appropriate evidence.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Provide clerical/admin. Support e.g. photocopying, typing, filing, money, administer homework, phone calls when required.

To Support the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher and make effective use of opportunities provided by other learning areas to support the development of relevant skills.
- Support the use of ICT in learning and develop pupils' competence and independence in its use.
- Help specific pupils to access learning activities through specialist support.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

To support the School

- Be aware of and comply with all policies and procedures specifically those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school, particularly the Rights Respecting agenda.
- Work with key staff to analyse and report attendance analysis.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support wellbeing, safety, achievement and progress of pupils.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant safeguarding and other meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise, support and assist in the training of others.
- Assist with the supervision of pupils out of lesson times, in accordance with your contracted hours.
- Supervise pupils on visits, trips and out of school activities as required.
- Organise and be responsible for alternative learning areas in the school (e.g. the Reflection Room) to ensure best use.