



Job Description: Learning Mentor

Job Title: Learning Mentor

Salary: Grade 5

Hours/week: 35 hours per week

Job Purpose:

To provide support to teachers and teaching assistants to address the needs of pupils. Help and support children to overcome learning barriers inside and outside school in order to achieve to their full potential.

Duties:

The Learning Mentor will

- Develop positive one to one mentoring relationships with pupils identified as needing support.
- Devise, implement and evaluate plans for pupils identified as needing support, working with leaders, teachers and teaching assistants within the school as appropriate.
- Work with leaders, teachers, teaching assistants, learning mentors and other agencies to identify pupils with barriers to learning and at risk of disaffection to ensure that they receive support.
- Establish and maintain contact with the parents /carers of pupils receiving support to keep them informed about needs and progress and to secure positive parent/carers involvement and support.
- Establish good relations and work closely with other agencies who may also be involved in supporting a targeted pupil. For example, Complex Communication Team, SEMH&L, Educational Psychologists, so that the needs of the pupil concerned are met in a focused and integrated way.
- Develop broad knowledge of the range of agencies which can be drawn upon to support pupils. Develop competency with activities that can be utilised to support pupils.
- Promote speedy and effective sharing of pupil information to all necessary staff to enhance support for pupils in line with school procedures.
- Encourage positive attitudes to pupils receiving support and a shared understanding of their needs within school.
- Network with Learning Mentors in other schools to ensure identification and dissemination of best practice to implement within school.
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- Support additional sessions either before or after school.
- Attend relevant training and meetings to enhance the role of the learning mentor

- Any other duties directed by line manager that is in-line with the pay grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.