EARLSDON PRIMARY SCHOOL

Job description

Learning Mentor (Lunchtime experience) - Grade 4

Coventry City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose:

1. To provide a complementary service to that provided by all staff in school in order to address the needs of pupils and their families who need help and support to:
    - overcome barriers to learning
    - achieve to their full potential.
    - To promote positive well being of staff and pupils

2. To contribute to the work of our school in raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.
3. To support all children to feel happy and safe in school.

Main Duties and Responsibilities:

1. To manage timetables and rotas for lunchtime staff.

2. Develop positive one to one and small group mentoring relationships with identified pupils

3. Devise, implement and evaluate programs of work for identified pupils, working with teachers in the school as appropriate.

4. Work with teachers, SENDCO and other agencies to identify pupils' needs, plan and co-ordinate appropriate support

5. Establish and maintain contact with the families/carers of pupils in order to keep them informed about pupils' needs and progress. Secure positive family/carer involvement and support.

6. Develop as full a knowledge as possible of the range of agencies, resources and activities which can be drawn upon to support vulnerable pupils and their families.

7. Promote speedy and effective transfer of pupil information at points of transition and to support pupils during transition in line with policy and practice.

8. Encourage positive attitudes towards pupils receiving support and a shared understanding of their needs within the school.

9. Network with learning mentors in other schools to ensure identification and dissemination of best practice.

10. Undertake supervision of children in the playground and dining room as determined by the Head Teacher. Organise and lead positive playtime/lunchtime experiences including peer mediation.

11. Obtain exchange and record information on individual children, recognising the importance of confidentiality in a school setting.

12. Attend staff meetings where appropriate.

13. Attend relevant training where necessary.

14. Monitor the use of pastoral resources and replenish when necessary

15. Produce written reports for staff and agencies when necessary

16. To lead/support afterschool clubs as required.

17. Any other duties and responsibilities within the range of the salary 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.

Responsible for: All lunchtime supervisory staff
Responsible to: Headteacher and School Business Manager.

Last reviewed November 2026.