

# Job Description

<b>Job Title:</b>	Learning Mentor	<b>Job Number:</b>	L3022D
<b>Directorate:</b>	Schools	<b>Post Number:</b>	1004183
<b>Service:</b>	Whitmore Park Primary School	<b>Grade:</b>	4

## Job Purpose

Under the guidance and supervision of senior staff:

1. To provide a complementary service to that provided by teachers and pastoral staff in order to address the needs of pupils, who need help and support to overcome barriers to learning, both inside and outside school to achieve to their full potential.
2. To contribute to raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour
3. On behalf of the school, to help manage and organise the work of Attendance, Play Provision and Early Help including relevant staff and any associated budget.
4. To support all children to feel happy and safe in school.

## Duties and Responsibilities

- 1 Develop positive one to one mentoring relationships with pupils identified as needing support.
- 2 Work collaboratively with teachers, Inclusion Team to include pastoral staff, Assistant Head for Inclusion, SENCO, Pastoral & Safeguarding Manager, education welfare officers and other agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support.
- 3 Devise, implement and evaluate individual pupil action plans for pupils identified as needing support, working with teachers and other staff
- 4 Establish and maintain home/school liaison with the families / carers of pupils receiving support in order to keep them informed about pupils' needs and progress and to secure positive family / carer involvement and support.
- 5 Establish good relationships and work closely with other agencies who may also be involved in supporting a targeted pupil - e.g. Early Help meetings, Behaviour Support, Child Guidance, Voluntary Mentors - so that the needs of the pupil concerned are met in a focused and integrated way.

- 6 Develop a full understanding and knowledge of the range of agencies and activities, which can be drawn upon to support vulnerable pupils.
- 7 Promote efficient 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 to 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 Liaise and meet regularly with the Senior Leadership Team, to report and discuss progress and activity in the named area(s) of responsibility and to take appropriate action as agreed.
- 11 To organise and run the Lunchtime Pastoral Clubs.
- 12 Attend regular team briefings on the named area(s) of responsibility for Learning Mentors and/or other relevant staff when required.
- 13 Support the school's monitoring and evaluation procedures with regard to the named area(s) of responsibility working with relevant staff
- 14 Draft Action Plans as required on the named area(s) of responsibility in line with the School Improvement Plan and to co-ordinate implementation within own area and with relevant staff
- 15 Contribute to reports for Senior Management Team/Governors/Coventry Local Authority as appropriate.
- 16 Assist senior management in the recruitment and deployment of Learning Mentors within the school and contribute to their programme of induction
- 17 Any other duties and responsibilities within the range for the salary grade.

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.

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 (Data Protection Act 1998)

**Responsible to:** Head Teacher and SLT

**Date Reviewed: July 2025**

**Person Specification**

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• An understanding of the challenges facing young people from a disadvantaged community</li><li>• An understanding of mentoring relationships with disadvantaged children</li><li>• An understanding of the range of agencies and activities that provide support to vulnerable pupils</li><li>• A full working knowledge of Early Help</li><li>• A working knowledge of policies and codes of practice in areas specific to the post</li><li>• An understanding of relevant legislation in relation to the post</li><li>• A working knowledge of national curriculum and other relevant learning programmes</li><li>• A working knowledge of literacy and numeracy strategies</li></ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• To devise and implement action plans for individual pupils</li><li>• Very good verbal and written communication skills in face-to-face situations and group work, the production of accurate records, draft action plans and by contributing to reports for senior management team and governors.</li><li>• To engage constructively with, and relate to, a range of young people who may be disaffected from school or disengaged from the learning process, and with their families and carers</li><li>• To identify and set targets for the development for individual pupils</li><li>• To work effectively with teachers and senior managers within the school</li><li>• To work effectively and network with a wide range of support services</li><li>• To develop productive and supportive relationships with young people</li><li>• Good IT skills including the ability to utilise word processing, power point outlook, the Internet, the school IT system and other packages as appropriate</li><li>• To work independently with minimum supervision but also as part of a team</li><li>• To evaluate own learning needs</li><li>• To prioritise own workload and meet deadlines/targets as necessary</li><li>• Supervisory skills – to effectively organise team workloads, staff development and support staff welfare within the team.</li><li>• Presentation skills and the ability to support the delivery of strategy</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Some supervisory experience</li><li>• A minimum of 1 year working as a Learning Mentor or equivalent experience in a related area, such as education, youth work, health and social work.</li><li>• Evidence of supporting Literacy and/or Numeracy provision</li><li>• Individual support for children and young people</li></ul>
<b>Educational:</b>	<ul style="list-style-type: none"><li>• A relevant qualification in working with children at NVQ3 Level or above or evidence of equivalent experience in a professional environment.</li></ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• To undertake any relevant training needed for the role.</li><li>• A willingness to participate in in-service training and professional development</li><li>• Valid driving license, where appropriate.</li><li>• The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li><li>• This post is exempt from the provisions of the Rehabilitation Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li></ul>