



MOUNT NOD PRIMARY SCHOOL JOB DESCRIPTION

Job Title:	Learning Mentor		
Directorate:	People		
Service:	Services for Schools	Grade:	5
Location:	Mount Nod Primary School		

Job Purpose:

Under the direction of the Head of Safeguarding, SEND, Behaviour and Pastoral Care:

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 their full potential.

To contribute to raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.

To offer support to children and families acting as Lead Professional where appropriate.

Main Duties and Responsibilities:

1. Develop positive one to one mentoring relationships with pupils identified as needing support.
2. Work collaboratively with parents, teachers, the pastoral team, Social Care and other external agencies to identify pupils with barriers to learning and at risk of disaffection/poor attendance, 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 and carers of pupils receiving support in order to keep them informed about pupil needs and progress, and to secure positive family and carer involvement and support.
5. Establish good relations and work closely with other agencies who may also be involved in supporting a targeted pupil - e.g. Social Care, Behaviour Support, Educational Psychologists - 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 provide support to vulnerable pupils.

7. Promote the efficient and effective transfer of pupil information at points of transition and 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, working together to ensure identification and dissemination of best practice.
10. Liaise and meet regularly with the EHAC to report and discuss progress on specific children and families, taking specific action as agreed.
11. Attend appropriate CPD and support whole staff training to ensure best practice across the school.
12. Meet regularly with the EHAC to discuss circumstances that may impact on children's ability to fully access school life and consider future actions to support individuals and families.
13. Support teachers in devising and implementing bespoke strategies to aid successful inclusion for individuals and monitor, review and then further manage changes in provision.
14. Contribute to reports for the SLT and/or School Governors as required
15. Contribute to and implement actions on the School Improvement Plan where appropriate.
16. Any other duties and responsibilities within the range for the salary grade.

Date Reviewed: November 2024



PERSON SPECIFICATION

Job Title:	Learning Mentor		
Directorate:	People		
Service:	Services for Schools	Grade:	5
Location:	John Gulson Primary School		

	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • An understanding of the challenges facing young people from a disadvantaged community • An understanding of mentoring relationships with disadvantaged children • An understanding of the range of agencies and activities that provide support to vulnerable pupils • An awareness and understanding of the broad and balanced curriculum

Skills and Abilities:	<ul style="list-style-type: none"> • To devise and implement action plans for individual pupils • Good verbal and written communication skills in face to face situations, and in the production of accurate written records and formal notes, and the provision of support to the senior leadership team • 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 • To identify and set targets for the development for individual pupils • To work effectively with teachers and senior leaders within the school • To work effectively and network with a wide range of support services • To develop productive and supportive relationships with young people • Basic IT skills including word processing, Outlook and an ability to access information via the Internet • Able to work independently on own initiative also as part of a team • Ability to prioritise own workload and meet deadlines/targets as necessary
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Experience:	<ul style="list-style-type: none">• Relevant work with young people in the required key stage• Individual support for children and young people
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Educational:	<ul style="list-style-type: none">• A relevant qualification in working with children at NVQ Level 3 or above or evidence of equivalent experience in a professional environment
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Special Requirements:	<ul style="list-style-type: none">• A willingness to participate in in-service training and professional development• 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• This post is exempt from the provisions of the Rehabilitation Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
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Date Reviewed: November 2024