

<b>Learning Mentor Job Description</b>	
<b>Title:</b>	<b>Learning Mentor (EYFS/ KS1/ KS2) Grade 4</b>
<b>Line Manager:</b>	<b>Headteacher/SLT</b>
<b>Purpose of Job:</b>	<p>To provide support and guidance to children and young people who are experiencing difficulties in learning due to social, emotional or behavioural problems or other issues.</p> <p>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.</p> <p>To contribute to raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.</p>
<b>Specific Responsibilities:</b>	<p>To promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist their education and growth.</p> <p>To support the emotional well-being of pupils.</p> <p>To promote and support inclusion for all children including pupils with SEN, EAL and those with a physical disability.</p> <p>To build and maintain positive and professional relationships with pupils, treating all children consistently, with respect and consideration.</p> <p>To help develop pupils' confidence and self esteem through listening to them and devising appropriate programmes of support.</p> <p>To implement individual programmes for specific pupils under the guidance of the Headteacher, SLT or outside agencies.</p> <p>To liaise with the Headteacher, SLT, class teachers and parents regarding the support in place for pupils.</p> <p>To support pupils in the classroom, playground or in a 1:1 setting.</p> <p>To support underperforming learners in identifying issues which are creating barriers to learning and help them in beginning to address these barriers.</p> <p>Be familiar with, and comply with a full range of policies and procedures relating to safeguarding, health &amp; safety and confidentiality.</p> <p>Ensure all concerns are reported to the appropriate person</p> <p>Work collaboratively with colleagues and build and maintain professional and positive relationships.</p> <p>Strive to continually develop practice through taking on feedback and seek out CPD opportunities.</p> <p>To work collaboratively alongside another Learning Mentor</p>
<b>Personal Skills</b>	<p>Professional and honest</p> <p>Positive and nurturing</p> <p>Ability to relate to young people and act as a positive role model</p> <p>Excellent interpersonal skills</p> <p>Effective listening skills</p> <p>A non-judgemental approach</p> <p>Excellent communication skills (both written and verbal)</p> <p>Resilience- the ability to remain calm and work well under pressure</p> <p>Excellent use of initiative and quick thinking</p> <p>Ability to work creatively and collaboratively</p> <p>Flexible and open to change</p>

	<p>Good organisational skills</p> <p>Problem solving skills</p>
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<b>Learning Mentor - Person Specification</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>• An awareness 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>• Good verbal and written communication skills in face to face situations, and in the production of accurate written records and formal notes</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 with a wide range of support services</li> <li>• To develop productive and supportive relationships with young people</li> <li>• Basic IT skills including word processing, Outlook and an ability to access information via the Internet.</li> <li>• Able to work independently on own initiative also as part of a team</li> <li>• Ability to prioritise own workload and meet deadlines/targets as necessary</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Relevant work with young people, experience in one of a range of fields such as education, youth work, health and social work</li> <li>• Experience of 'Thrive' is desirable</li> </ul> <p>Individual support for children and young people.</p>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• A willingness to participate in in-service training and professional development</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> </ul> <p>This post is exempt from the provisions of the Rehabilitation Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</p>