



## Job Description LEARNING MENTOR

**Vacancy Reference No:****Job Title:** Learning Mentor**Job Number:****Directorate:** Children Learning & Young People**Post Number:****Service:** Schools**Grade:** Grade 5**Location:** Eastern Green Junior School**Job Purpose:**

Under the direction 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 their full potential.
2. To contribute to raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.
3. To offer support to children and families through the Common Assessment Framework, 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 teachers, pastoral staff, SENCO, Family Support Services and other external 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 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. Behaviour Support, Educational Psychologists, CCT and Voluntary Helpers - 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. Act as Deputy Designated Safeguarding Lead, supporting the Headteacher in their role as DSL.

8. Act as Lead Professional for families working under the Common Assessment Framework at a level suitable for school and attend meetings regarding LAC and Child Protection when appropriate.
  9. Promote the efficient and effective transfer of pupil information at points of transition and support pupils during transition in line with policy and practice.
  10. Encourage positive attitudes to pupils receiving support and a shared understanding of their needs within the School.
  11. Network with Learning Mentors in other Schools, working together to ensure identification and dissemination of best practice.
  12. Liaise and meet regularly with the SENCo to report and discuss progress on specific children and families, taking specific action as agreed.
  13. Attend appropriate CPD and support whole staff training to ensure best practice across the school.
  14. Meet regularly with the Designated Lead for Safeguarding to discuss circumstances that may impact on children's ability to fully access school life and consider future actions to support individuals and families.
  15. Support teachers in devising and implementing bespoke strategies to aid successful inclusion for individuals and monitor, review and then further manage changes in provision.
  16. To support pupils on the playground at lunchtime.
  17. To be the first point of contact for parents/ carers on the school gate by means of the daily gate duty.
  18. Contribute to reports for the Senior Management Team and/or School Governors as required
  19. Contribute to and implement actions on the School Development Plan where appropriate.
  17. Any other duties and responsibilities within the range for the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

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: Supporting the learning and welfare of children in Key Stage 2**

**Responsible to: SEN/Inclusion Manager and Head Teacher**

**Reviewed September 2020**