

Lyme Community Primary School
Job Description – Learning Mentor



Post: Learning Mentor 35 hours per week

Grade: SCP 26 – 28

Report to: Headteacher and SENCo

CONTEXT AND PURPOSE OF THE JOB

Learning Mentors play a key role in providing a supportive service to all pupils and their families in school whose difficulties are providing significant barriers to learning.

The Learning Mentor will work directly with identified individuals and groups of pupils to help overcome barriers to learning, improve behaviour and raise achievement.

The Learning Mentor will liaise with parents, appropriate agencies and the wider school community to support all concerned.

There will be a need for flexible working arrangements which may include planned evening work.

All mentors will be expected to attend any training organised during school holiday periods by prior arrangements.

GENERAL RESPONSIBILITIES

1. To devise, implement and evaluate specialised programmes of work to encourage and promote a pupil's social emotional and behavioural development
2. To work with teaching staff and/or other support staff in devising and implementing individual learning plans to promote pupils' academic, social, emotional and behavioural development
3. To work with individuals & groups both in and out of the class room setting
4. Organise play/lunchtime activities to support pupils who have difficulties at break times
5. Help students to manage and resolve conflict by using and teaching them a variety of strategies
6. To observe and monitor pupil progress, adapting an agreed approach to meet particular needs, recording and maintaining records of pupils' development and progress
7. To contribute to the assessment of pupil progress and to produce detailed written reports outlining pupil progress
8. To work effectively and liaise regularly with staff to provide and receive up-to-date feedback on the monitoring and progress of all identified pupils
9. To help plan the reintegration of students after extended absence or exclusion
10. To work with teachers to provide support for pupils and their families who join the school during the course of the academic year
11. To provide outreach to families whose home circumstances appear to present a significant barrier to successful learning, and work with parents to help the student achieve their targets
12. To monitor students' progress before, during and after intervention to measure the impact of the intervention strategy on progress and include student evaluations
13. To maintain a record of evaluations as evidence of effective practice, support and guidance
14. To set up and run circle time sessions and anger management groups where necessary
15. To organise training, as relevant, for other Learning Support Assistants/Teaching Assistants
16. To attend and participate in multi-disciplinary meetings, contributing to the sharing of information and/or planning in relation to specific pupils
17. To participate as required in relevant training which has been identified by the members of the Senior Leadership Team
18. To ensure confidentiality is maintained at all times

19. To create an atmosphere of trust and support by providing opportunities in which pupils feel able to discuss their progress, insights, opinions, targets and are confident to self-refer
20. To promote students' equality, diversity, rights and encourage responsibilities - maintaining appropriate professional boundaries in all contacts and support of pupils and their families
21. To contribute to policies and practice which promote inclusion and engagement by pupils
22. To develop a range of strategies that support pupils in making successful transitions from one key stage to another including providing support on preliminary visits, contact with families and conducting follow-up visits where necessary to pupils in their next key stage
23. To be fully aware of school policies and follow school procedures in maintaining regular contact with families/carers of children in need of support, keeping them informed of needs and progress, with the purpose of securing family support and involvement
24. To provide regular opportunities to liaise with families or carers to keep them informed about and involved in their child/children's progress
25. To liaise with the EWO and implement strategies to improve pupil attendance & punctuality
26. To meet regularly with the SENCo and Headteacher to report on progress of referred pupils and other aspects relating to work
27. To keep up-to-date with latest initiatives, research and practice through local and national training and networking
28. To undertake other duties appropriate to the post as may be required from time to time