



ST ANDREW'S CE (VA) INFANT & JUNIOR SCHOOLS FEDERATION

JOB DESCRIPTION

POST TITLE: Learning Mentor

GRADE: Scale 4 (SCP 7 – 11)

RESPONSIBLE TO: Pastoral Manager

PURPOSE OF THE JOB

You will work alongside teachers and other staff, addressing the needs of children who require assistance in overcoming barriers to learning in order to achieve their full potential.

- To work with a range of pupils, but give priority to those who need the most help, especially those experiencing multiple disadvantages. The variety of issues covered is likely to be vast, ranging from punctuality, absence, bullying, challenging behaviour and abuse to working with able and gifted pupils who may be experiencing social and emotional difficulties.
- To liaise with outside agencies, parents and other professionals as appropriate.
- To facilitate learning, encourage, motivate and to be a good listener and role model.
- In addition you are required to carry out the professional duties as set out below.

MAIN DUTIES AND RESPONSIBILITIES

- To be a Deputy Designated Safeguarding Lead alongside the Executive Headteacher, Assistant Head and Pastoral Manager
- To work with school staff to identify pupils who would benefit from mentoring; contributing to assessment and the identification of priorities and targets
- To help pupils who are underperforming in their subjects on a one-to-one basis outside the classroom and look at why they are underperforming and what can be done to help their situation
- To implement strategies and support pupils in self-esteem and confidence-building activities
- To listen to and help pupils resolve a range of issues that are creating barriers to learning
- To draw up agreed action plans with pupils, outlining the aims of the mentoring
- To promote good attendance and punctuality of pupils through monitoring and implementing school-based strategies
- To meet with parents at school or home to discuss issues and problems, securing positive family support and involvement
- To signpost parents to relevant agencies to advise on behaviour strategies and parenting skills
- To contribute to reports and formal meetings as required regarding pupils
- To encourage parental involvement in school life
- To be a main point of contact for parents/carers before school
- To liaise with external agencies
- To maintain accurate and up to date records
- To make referrals to relevant agencies and produce reports when required
- To provide a weekly plan of meetings with pupils, parents, etc.
- To use the Continuum of Need criteria to co-ordinate a Common Assessment Framework.

- To lead and attend multi-agency, core and child protection conferences where appropriate
- To attend and support assemblies as required
- To help with transition arrangements for pupils moving to secondary schools
- To ensure safe and stimulating play at lunchtimes and break times
- To work within the stated curricular organisational and philosophical aims of the school and assist in achieving their effectiveness
- To co-operate with and keep other members of staff informed to achieve the overall aims and objectives of the school
- To maintain appropriate confidentiality
- To attend staff meetings and training days as required
- To undertake, as necessary or required, in-service training to ensure continued professional development as indicated in the school aims
- To take part in the school's performance management process as appropriate
- The postholder may also be required to undertake any other professional duties as required by the Executive Headteacher