**Sugar Hill Primary School**

**Job Description – Learning Mentor**

**POST TITLE:** Learning Mentor

# PURPOSE: To work with teachers to support teaching and learning, providing specialist support to the teacher and pastoral staff in an aspect of the curriculum, age range or additional needs.

# To assist pupils and their families in ensuring that they receive appropriate help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential.

# To work seamlessly with parents to provide social, emotional and educational support.

# To work as part of the team in providing professional reports and input at a variety of meeting opportunities

To support the objectives of the school in raising pupil achievement

**GRADE:** 6 £19,126 - £21, 519

**MAIN DUTIES:**

The following list is typical of the duties that the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type may be required from time to time, as well as a flexible approach with regard to daily working hours.

1. Provide specialist activities for individuals and groups of pupils as required
2. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
3. Evaluate specialist learning activities with the teacher verbally, and write reports and records as required
4. Select and adapt appropriate resources/methods to facilitate agreed learning activities
5. Support pupils in social and emotional well-being, including child protection issues and recording and reporting of concerns including referrals to appropriate external services.
6. Mentors in this role are expected to undertake the following:
   1. Provide specialist support to pupils (and their families) to help them overcome any barriers to learning, behavioural, communication, social, sensory or physical difficulties. Work with families to ensure support, communication and personal development for all.

Additionally

* Working with others to identify those young people who would benefit most from learning support and provide necessary individual and small group support as appropriate
* Development of one-to-one mentoring relationship with each mentee (where appropriate) aimed at achieving the goals defined on the action plan.To develop Mentoring Plans for individual children
* Operation of drop in sessions for pupils, parents and carers needing to access additional support and also sessions for staff in order to exchange information supportive to pupil development.
* Establishment and maintenance of regular contact with families/carers of the young people identified as needing additional support, to keep them informed of needs and progress, and to secure positive family support and involvement.
* To attend/contribute to all parents consultations for the parents whose son/daughter is being mentored.
* Continue to undertake ongoing professional training appropriate to the post.

**Indicative knowledge, skills and experience**

* Have regard to the Children Act (2004) and treat all pupils with respect and provide for their personal, educational and learning needs.
* Abide by the conditions of service as outlined in the latest Local Government Pay and Conditions document.
* Be a member of the team who make up the whole school staff including teachers, support assistants, caretaker, clerical assistants, supervisory assistants, kitchen staff and cleaning staff.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

# Line Management

Responsible to: Headteacher in first instance, SMT