



Job Description		
Role Title	Typically reports to	
Lead Learning Mentor	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
Z238	7	DD/MM/YY
Purpose of the role (job statement)		
<p>To provide a complementary service to existing teachers and pastoral staff in the school: addressing the needs of children who need help to overcome barriers to learning both inside and outside the school in order to achieve their full potential.</p>		
Main Duties:-		
<p>Organisation</p> <ul style="list-style-type: none"> ● To have responsibility for planning and delivering appropriate learning opportunities for students. ● To work as a team with other Guidance staff to coordinate provision for students with SEMH-related barriers to learning. ● To line manage the other Learning Mentor(s) within the provision. <p>Support for School: - In addition to those duties outlined in the Learning Mentors key tasks/job description.</p> <ul style="list-style-type: none"> ● To design an appropriate programme for students ● To liaise with parents to encourage their support. ● Ensure contact with parents is maintained ● To work with students and their families ● To liaise with school staff in order to provide work appropriate to each student. ● To be familiar with and use identification, tracking and referral systems to meet the needs of students, and to develop effective record keeping and information transfer systems ● To network with other Learning Mentors and share best practice. ● To undertake further duties in agreement with the AHT (Student Support) 		
Responsibilities:-		
<ul style="list-style-type: none"> ● be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, ● confidentiality and data protection, reporting all concerns to an appropriate person ● be aware of and support difference and ensure equal opportunities for all ● contribute to the overall ethos/work/aims of the school ● appreciate and support the role of other professionals ● attend and participate in relevant meetings, as required ● participate in training and other learning activities and ● performance development, as required. 		



Conditions of Service
National Joint Council

Signature of post holder _____ Date / / _____

Signature of headteacher _____ Date / / _____

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

