



HOTSPUR PRIMARY SCHOOL
LEARNING MENTOR
JOB DESCRIPTION



DIRECTORATE: Wellbeing, Care and Learning

SCHOOL: Hotspur Primary School

POST TITLE: Learning & Wellbeing Mentor **A5183**

GRADE: N4

RESPONSIBLE TO: Headteacher

JOB PURPOSE: To support the provision for disadvantaged children, both in class and beyond the school day.

MAIN DUTIES: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To work with identified children to ensure they make good academic progress through coaching, nurturing and persistent encouragement.
2. To identify the needs of those children and their families who live in deprived circumstances, or are disadvantaged in some way from benefiting from the opportunities provided by the school.
3. To contribute to the Pastoral Support Group.

CLASSROOM SUPPORT

4. Supporting the teacher in the general management of the classroom.
5. Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
6. To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
7. Preparing pupils' work for display in the classroom and around the school.

EXTENDED SERVICES

8. To advise, support and assist the Pastoral Support Group in the development and coordination of an effective programme of activities before school, at lunchtimes and after school.
9. To provide individual academic and social support to identified Pupil Premium children.
10. To coordinate volunteer support in extended school provision. This will include recruiting, brokering training, monitoring progress and keeping volunteers motivated.

OTHER

11. To promote and implement the School's Equality Policy in all aspects of employment and service delivery.

12. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

13. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.