



MACMILLAN ACADEMY JOB DESCRIPTION

Job Title:

Learning Mentor

Responsible to:

Head of Department/SENDCo

Main purpose of post:

To work in partnership with teachers to support those students with special educational needs and disabilities as identified by the SENDCo.

Duties and responsibilities:

- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Work with the teacher to establish an appropriate learning environment.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students to learn as effectively as possible by:
 - Clarifying and explaining instructions
 - Motivating and encouraging students to engage with learning, and for them to make progress
 - Questioning students
 - Providing the right amount of support at the right time and consistently give the least amount of help first in order not to give the students the answers. This could include correcting, modelling, clueing, prompting, self-scaffolding
 - Assisting in areas of specific weakness, such as speech and language or writing tasks
 - Remaining focussed and completing tasks (yet not spoon feed)
 - Encouraging the development of social interactions and positive behaviour
 - Ensuring they are able to use any necessary equipment
- Promote independent learning
- Provide access arrangement support
- Assist with personal care, where appropriate and agreed
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Attend and participate in regular meetings and training
- To assist with escorting students on educational visits

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the Academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

Employee signature: _____

Date: _____

Line manager signature: _____

Date: _____

September 2026