



## Job Description

### Details of Post

- Title: Learning Mentor
- School: St Thomas & St Anne's CE Primary
- Post Number:
- Grade and SCP: Grade 6 (SCP 8-11)

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration requirements.*

### Purpose of Post

- To support pupils social, emotional and behavioural development to help improve engagement, wellbeing and learning in the classroom and around school.
- To help these pupils overcome their barriers to learning and fully engage with lessons to become more effective learners and to improve academic and pastoral progress.
- To support teaching and learning as directed.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### Principal Duties and Responsibilities

#### 1. Support for the pupils

- Provide one-to-one and small-group support to pupils to promote emotional wellbeing, confidence and resilience.
- To identify those pupils who would benefit most from learning mentor support and manage a personal caseload.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- Support pupils in developing positive behaviour, self-regulation and social skills, enabling them to engage successfully in learning.

#### 2. Support for the teacher

- Work closely with class teachers, the SENCO and senior leaders to implement, monitor and review targeted support for pupils' social and emotional wellbeing. Provide individual and group support that encourages confidence and self-esteem, using active listening and positive relationship-building strategies.
- To work closely with key members of staff to ensure that the needs of the children are met, including contributing to policies and practices that will promote inclusion and engagement.
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.

#### 3. Support for the curriculum

- Work alongside class teachers to support pupils' access to the curriculum by addressing barriers to learning, including social, emotional and behavioural needs.
- Support pupils with SEND, SEMH or additional needs to understand tasks, follow routines and participate fully in lessons.
- Help pupils develop organisational skills, resilience, motivation and independence, enabling them to make progress across the curriculum.
- Monitor pupils' engagement and progress, feeding back to teachers, the SENCO and senior leaders to inform planning and interventions.
- Support the delivery of intervention programmes through small-group or one-to-one interventions linked to literacy, numeracy, wellbeing or learning readiness, as directed by teaching staff.
- Encourage positive attitudes to learning, attendance and behaviour, helping pupils build confidence and re-engage with their education.

#### **4. Support for the school**

- Uphold the school's values, policies and safeguarding responsibilities at all times.
- Contribute to a positive, inclusive school ethos by promoting wellbeing, positive behaviour and respectful relationships.
- Support transitions within school and between settings, helping pupils settle, feel secure and ready to learn.
- Liaise with parents, carers and external agencies where appropriate, in line with school policies, to support pupils' needs.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

#### **5. Other Responsibilities**

- 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

#### **6. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

#### **7. Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

#### **8. Other Duties**

- Any other duties that the Headteacher and/or Governing Body feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

#### **9. Review and Signatures**

- This job description is subject to review by the Headteacher and/or Governing Body in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

**Job Description and Personal Specification agreed by:**

**Post holder:** .....

**Signed:** ..... **Date:** .....

**Name of line manager:** .....

**Signed:** ..... **Date:** .....