



Learning Mentor Job Description

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose:	To work under the guidance of the SENDCO to provide tailored support for students, including those with Special Educational Needs and Disabilities (SEND), enabling them to access learning, develop independence, build positive relationships and make progress in line with their peers. The Learning Mentor will also support students' emotional, social, and mental well-being within the school setting.
Job Title:	Learning Mentor
Location:	Wootton Upper School
Reporting Line:	SENDCO (Special Educational Needs Disability Co-ordinator)
Hours:	34.5 hours per week – term time only (including 5 training days) Working: 08:15 – 16:15 on Monday, 08:15 – 15:30 Tuesday – Friday [with 30-minute unpaid lunch break].
Line management responsibility for:	N/A
Principal Accountabilities/ Responsibilities	<p>To attend to the educational, personal and social needs of any student, promoting and supporting the inclusion of all students in the learning activities in which they are involved, both in and out of the classroom.</p> <p>Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of EHC plans.</p> <p>Reinforce learning strategies and expectations during and outside lessons, as required.</p> <p>To assist the Inclusion teams in creating, administrating and overseeing programmes of support with regards to raising attainment and improving progress for all students, including those with SEND.</p> <p>To provide student support to a group of students or on a one-to-one basis for an appropriate number of hours a week through the delivery of Enhancer sessions – (decided on an individual basis for each student).</p> <p>To help assess and systematically record students' progress and achievements, using the results of this monitoring in further support work.</p> <p>To analyse data proactively to identify proposed development actions for individual students to maximise achievement.</p>

	<p>To support the team by attending regular meetings including parents' evenings to provide information for review and evaluation purposes – with for example, colleagues, families and external agencies.</p> <p>To liaise and provide feedback to parents, teachers and outside professionals at the request of the SENDCO.</p> <p>To support with the development and monitoring of 'Pupil Passports' or the equivalent in liaison with the SENDCo.</p> <p>To support with the organisation of student inductions where necessary (usually for any students with SEND) in liaison with the SENDCo.</p> <p>To assist in maintaining classroom discipline by working with individual and groups of students in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.</p> <p>To inform the SENDCO on exam dispensation requirements for students and take on the role of an invigilator as required.</p> <p>To assist in the general efficient operation of the school, including providing cover for other Learning Mentors where necessary and as directed by the SENDCO.</p> <p>To attend staff meetings, participate in performance management arrangements and undertake training and development activities.</p> <p>To train as a First Aider if required and to undertake and deliver further training as required for your areas of responsibility.</p> <p>To participate proactively in marketing and promotion activities e.g. Open Evenings and other such events at the request of the SENDCO.</p> <p>To develop our students into becoming responsible, mature and aspirational young adults.</p> <p><u>Other</u></p> <p>To support departments and the whole school with the preparation of resources.</p> <p>To Contribute to the life of the school including the delivery of enrichment sessions as necessary.</p> <p>To undertake lunchtime duty as directed by line manager.</p> <p>To invigilate examinations as directed by line manager.</p> <p>To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the line manager.</p> <p>To carry out general administration tasks including photocopying, filing, shredding, data input and preparing display boards when required.</p>
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Learning Mentor Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	5 x A* to C grades including English and Maths or equivalent. Level 3 qualifications	Current First Aid Certificate Safeguarding training Equality and diversity training
Experience	Experience of tutoring/mentoring others. Experience of working effectively with people from diverse backgrounds. Experience of working constructively to achieve team objectives and deadlines.	Experience of providing support to individuals in an educational or care setting. Experience of working with students with learning difficulties and/or disabilities.
Knowledge & Skills	Understanding educational needs of children. Ability to contribute to the planning and development of educational activities. Ability to work on own initiative and as part of a team. Ability to use IT in a classroom setting. Ability to deal with challenging behaviours and motivate and encourage students. Ability to consistently demonstrate high levels of job performance. Ability to communicate effectively and confidently face to face, on the telephone and in writing. Good organisational and time management skills. Good administrative skills, with the ability to maintain accurate, up-to-date records. Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution. Ability consistently to support a high-quality learning experience for all students and create a welcoming and supportive environment for students.	An understanding how to promote equality and diversity within the job role. Ability to analyse and present complex data. An understanding how to promote equality and diversity within the job role.

**Personal competencies
and qualities**

Willingness to be flexible and undertake any other duties of a similar level and responsibility as may be required.

Commitment to equality principles.

Ability to meet the physical needs of students.

Ability to maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.

Evidence of high performance in previous roles/jobs.

Experience of working effectively with people from diverse backgrounds.

Experience of working constructively to achieve team objectives and deadlines.

Ability to promote the school's reputation and carry out the school's business appropriately and professionally at all times.