

## **JOB DESCRIPTION**

**Job Title:** Learning Mentor – Behaviour, Attendance and Inclusion

**Grade:** GR3a

### **1.0 JOB PURPOSE:**

**1.1** To undertake all administrative tasks associated with the recording, management and running of student isolation. To work with pupils and staff to ensure that the school fully supports pupils who need help to overcome barriers to learning to achieve their full potential. Working with the attendance team and conducting home visits where appropriate.

### **2.0 DUTIES AND RESPONSIBILITIES:**

Specific Responsibilities

- 2.10** To lead and manage before and after school provision daily
- 2.11** To work closely and collaboratively with all school leaders with regard to implementing the school behaviour system
- 2.12** To lead and manage on breakfast and homework clubs works efficiently and effectively at the start and end of the day developing practice where needed.
- 2.13** To support with monitoring student behaviour in isolation and uphold high expectations of both work and behaviour for learning
- 2.14** To work in collaboration with year teams in relation to student behaviour and aspirations in isolation as well as homework clubs
- 2.15** To maintain regular formal and informal contact with staff to ensure high quality and consistent provision of clubs.
- 2.16** To play an integral role in the discipling of pupil referring situations to the appropriate member of SLT or year team when appropriate
- 2.17** With teaching and pastoral staff, identify those pupils who need extra help to overcome barriers to learning inside and outside school.
- 2.18** To identify those pupils who would benefit most from a learning mentor and, working with others, draw up and implement an action plan for each pupil who needs particular support (i.e. PSP's).
- 2.19** To support in the planning and delivery of sessions and interventions to support learning as well as SEMH needs for identified groups of students who have similar barriers to learning and to measure the impact of the sessions delivered.
- 2.110** To develop a 1:1 mentoring relationship with pupils needing particular support, acting as key worker, aimed at achieving the goals defined in the action plan.
- 2.111** To conduct home visits in collaboration with the attendance team where possible
- 2.112** To record home visits and outcomes of visits as appropriate using CPOMs

- 2.113** To undertake First Aid Training in order to become a First Aider in school.
- 2.114** To ensure all tasks are carried out with due regard to Health and Safety
- 2.115** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.116** To adhere to the ethos of the school

- 2.13.1 To promote the agreed vision and aims of the school
- 2.13.2 To set an example of personal integrity and professionalism
- 2.13.3 Attendance at appropriate staff meetings and parent events

2.14 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

**OBSERVANCE OF THE SCHOOL’S EQUAL OPPORTUNITIES POLICY  
AND SAFEGUARDING OF CHILDREN PROCEDURES WILL BE REQUIRED**

**3.0 SUPERVISION RECEIVED:**

3.1 Supervising Officer’s Job Title: Deputy Headteacher

Signed ..... (Employee) Date .....

Signed .....(Headteacher) Date .....