



JOB DESCRIPTION

Job Title: Senior Learning Mentor

Grade: GR4

1. JOB PURPOSE:

1.1 To work with pupils, parents, staff and outside agencies to ensure that the school fully supports pupils who need help to overcome barriers to learning to achieve their full potential.

2. DUTIES AND RESPONSIBILITIES:

2.1 With teaching and pastoral staff, identify those pupils who need extra help to overcome barriers to learning inside and outside school.

2.2 Help create, develop and monitor interventions implemented with identified cohorts of pupils

2.3 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.

2.4 To maintain regular contact with families/carers of pupils in need of extra support to keep them informed of the pupil's needs and progress and to secure positive family support and involvement.

2.5 To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils

2.6 To facilitate the sharing of information between local agencies, schools, authorities and all staff, and be the single point of contact for accessing a range of specialist support services and out of school study support.

2.7 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.8 To undertake First Aid Training in order to become a First Aider in school.

2.9 To ensure all tasks are carried out with due regard to Health and Safety

2.10 To undertake appropriate professional development including adhering to the principle of performance management.

2.11 To adhere to the ethos of the school.

2.11.1 To promote the agreed vision and aims of the school.

2.11.2 To set an example of personal integrity and professionalism.

2.11.3 Attendance at appropriate staff meetings and parent's evenings

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

**OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY
AND SAFEGUARDING OF CHILDREN PROCEDURES WILL BE REQUIRED**

3. SUPERVISION RECEIVED:

Level of Supervision

1. Left to work within established guidelines.
2. Plan own work to ensure the meeting of defined objectives.

4. SPECIAL CONDITIONS

None.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY AND SAFEGUARDING OF CHILDREN REGULATIONS WILL BE REQUIRED