

# St John Rigby Catholic Primary School

## JOB DESCRIPTION

### OVERVIEW

<b>Job Title</b>	<b>Learning Mentor LEVEL 2/LEVEL 3</b>
<b>Contract type:</b>	Permanent, Full Time/Part Time (as agreed with the Headteacher)
<b>Salary</b>	Grade D Point 3-4 £24,796 - £25,185 FTE (Negotiable for the right candidate)
<b>Purpose of the Position</b>	<p>The Learning Mentor at St John Rigby Catholic Primary School plays a vital role in supporting the educational, personal, and social development of our diverse pupil population.</p> <p>As a member of our dedicated and talented staff, the Learning Mentor will work closely with teachers, parents, and the wider school community to ensure that all pupils, particularly those who are disadvantaged or have special educational needs, are fully included and supported in their learning and personal growth.</p> <p>Aligned with the school's Catholic ethos and commitment to helping every child flourish, the Learning Mentor will foster a nurturing and inclusive environment where pupils can develop the skills, knowledge, and confidence to reach their full potential.</p>
<b>Key Responsibilities</b>	<p>To support the school strategic direction of raising standards and outcomes for all pupils.</p> <p>By providing targeted academic, behavioural, and emotional support, the Learning Mentor will be instrumental in removing barriers to learning and promoting the overall wellbeing and positive outcomes for all pupils.</p>
<b>Responsible to:</b>	SENDCo/SLT
<b>Accountable to:</b>	Headteacher



## KEY RESPONSIBILITIES AND DUTIES

### 1. Pupil Support

- Attend to the educational, personal, and social needs of pupils, and integrate these into the learning experience where possible.
- Support with any hygiene or medical requirements.
- Promote and support the inclusion of all pupils in learning and developmental activities, both inside and outside the classroom.
- Provide provides focused, individualized and/or small group support to pupils, often addressing behavioural, emotional, or social barriers to learning, particularly those who are disadvantaged, from key groups, or have a Statement of Special Educational Needs.
- Facilitate the regular attendance of pupils, providing each pupil with the support needed (as per their learning plans/class passports in order) to engage with school and achieve their full potential
- Assist with first aid and the delivery of specialised care programmes under the direction of the appropriate specialist.
- Set high expectations for presentation of work and learning, which inspires, motivates and challenges pupils.

### 2. Classroom Support

- Support the work of the school to ensure the highest possible levels of achievement for all pupils.
- Assist in creating and managing a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To demonstrate good subject and curriculum knowledge.
- Provide constructive oral and written feedback, with clear goals for progressing learning.
- Collaborate with teachers to plan and deliver learning activities, developing classroom materials following school procedures and policies.
- Assess pupil progress and needs in order to provide feedback to teachers and contribute to the development of individual support plans.
- Work with individual pupils or small groups to offer personalised support, ensuring that agreed individual programmes of learning for pupils are implemented.
- Encourage pupil participation and engagement in learning activities.
- Promote independence and self-advocacy in pupils.
- To participate in arrangements for preparing pupils for external tests, where appropriate.

### 3. Social and Emotional Support

- Provide support with social and emotional learning.
- Lead health and well-being programmes which support learning and whole child development, as directed by the Headteacher/SENDCo.
- Assist with behaviour management, supporting positive behaviour, and de-escalating situations both inside and outside the classroom.
- Create a welcoming and supportive learning environment across all areas of the school and for all pupils.

- Promote and support positive relationships, as well as positive social interactions between pupils.
- Help pupils to develop coping strategies, enhance motivation, raise aspirations, and encourage re-engagement with learning, play and exploration.

#### **4. Health, Safety and Discipline**

- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To maintain good order and discipline among pupils, positively managing behaviour to ensure a good and safe learning environment.
- To promote the welfare of children, working closely with the Designated Safeguarding Leads to support the school in safeguarding children through relevant policies and procedures.
- To follow school policies and the staff code of conduct.

#### **5. Wider Responsibilities**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Support learning and personal development across a variety of classrooms, year groups, or key stages, as the need demands.
- Lead pupils in daily play and exploration during non-instructional time, including outdoor play and learning – Learning Mentors will lead this every break time and lunchtime.
- Take ownership of developing skills/knowledge and leading in key areas in support of pupils and the school improvement.

Work in harmony with all staff, being positive role models, to ensure the Catholic ethos and mission of the school is maintained for the benefit of pupils.

#### **6. Professional Development**

- Take part in the school's appraisal procedures.
- To continue professional development in order to support school priorities and improve personal practice, maintaining a portfolio of training undertaken and the impact on practice.

#### **7. Personal and Professional Conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of dress, attendance and punctuality.

- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.
- To treat all members of the School community with respect and consideration.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To contribute the wider life of the school.
- To support the Headteacher and Assistant Headteachers in promoting the ethos of the school.
- To undertake duties that may be reasonably assigned by the Headteacher (directly or indirectly).

**Notes:**

**An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal Review. This job specification may be amended at any time in consultation with the post holder.**

**“St John Rigby is a happy school. Pupils enjoy warm, trusting relationships with their peers and with staff, and these relationships help the children to thrive.**

**The school is a nurturing place to learn and staff wellbeing is a priority” (Ofsted rated GOOD Sept23)**

If you would like to join our team, we would love to hear from you.

We warmly welcome any visits to the school to see us in action.

Should you have any queries regarding the post or application process, please contact Mrs Di Pace on 01234 401900 or email [office@sjr.beds.olicatschools.org](mailto:office@sjr.beds.olicatschools.org)

## PERSON SPECIFICATION

We are seeking to appoint someone with the following:

### *Skills and Competencies*

- Strong interpersonal and communication skills, with the ability to build positive relationships with pupils, parents, and colleagues.
- Empathy, patience, and a genuine commitment to supporting the diverse needs of all pupils.
- Excellent problem-solving and conflict resolution skills, with the ability to remain calm and professional in challenging situations.
- Flexibility and adaptability, with the capacity to tailor support to the unique needs of individual pupils.
- Effective organisational and time-management skills, with the ability to prioritise tasks and work efficiently.
- A good understanding of child development, learning theories, and effective teaching and learning strategies.
- Familiarity with relevant safeguarding and child protection procedures.
- Proficiency in using technology to support learning and record pupil progress.
- A willingness to develop skills/knowledge and lead in key areas in support of pupils and the school improvement.

### *Professional Development*

St John Rigby Catholic Primary School is committed to the continuous professional development of all staff. As a Learning Mentor, you will be encouraged to engage in ongoing training and learning opportunities to enhance your skills and knowledge, and to stay up-to-date with best practises in the field of education.

The school will provide a range of internal and external professional development activities, including workshops, mentoring, and opportunities to observe and learn from experienced colleagues. You will also be supported in pursuing relevant qualifications or certifications that align with your professional interests and the needs of the school.

By investing in the growth and development of our staff, we aim to foster a culture of continuous improvement and ensure that our pupils receive the highest quality of support and education.

### *Safeguarding*

The safety and wellbeing of our pupils is of paramount importance at St John Rigby Catholic Primary School. As a Learning Mentor, you will be responsible for promoting the safeguarding and welfare of children in line with our school's policies and procedures, as well as statutory guidance such as Keeping Children Safe in Education and the Prevent Duty.

Your key safeguarding duties will include:

- Recognising and responding to signs of abuse, neglect, or other safeguarding concerns.
- Reporting any safeguarding issues or concerns to the designated safeguarding lead (DSL) or deputy DSL.
- Participating in safeguarding training and updates to ensure your knowledge and skills are current.
- Maintaining confidentiality and sharing information appropriately with relevant professionals.
- Promoting a culture of safeguarding and child protection throughout the school community.

By upholding the highest standards of safeguarding, you will play a vital role in ensuring that our pupils feel safe, supported, and able to thrive in our inclusive and nurturing school environment.