



Bradwell Village School

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"Striving for excellence, providing a caring environment where every child matters"

Head of School Miss Lisa Vincent

Executive Headteacher Ms Sashi Siva

JOB DESCRIPTION: Learning Mentor Level 1

To whom: Head of School

Name:

Purpose of job

- To mentor one or a small group of pupils who require additional support to overcome barriers to learning under the guidance of the teacher/senior staff

Key Objectives

- Liaise with teaching staff to provide particular support to targeted pupils to raise achievement and attendance
- Provide input into the identification of needs, assessing those pupils needing extra support and the development of individual action plans for targeted pupils
- Work in a one-to-one relationship with targeted pupils to implement an action plan
- Assist in maintaining contact with pupils' families/carers to inform them of progress and issues
- Provide extra support to pupils through knowledge of a range of activities and opportunities available to them
- Collate information and maintain records of pupil achievement and attendance
- Support the transition of pupils between phases

Scope

- May be required to participate in home visits to support pupils and discuss issues and progress
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Be responsible for the preparation, maintenance and control of stocks of materials and resources

Work Profile

- No formal supervisory responsibility
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS check.

Signed

Name.....

Date.....

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head of School may require particular additional duties to be undertaken to suit the specific school’s requirements, and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council’s safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and their personal lives.

This Job Description will be reviewed each year and may be amended in consultation with the Head of School or School Business Manager.