

Core Purpose

Learning mentors provide a complementary service to teachers and other staff, addressing the needs of pupils who require assistance in overcoming barriers to learning.

Qualities, Qualifications, Knowledge and Skills

- Excellent communication skills
- Work constructively and effectively as part of a team
- Leading by example
- Support staff to work confidently and effectively
- Full working knowledge of relevant policies/codes of practice
- Act with integrity, maintaining confidentiality at all times
- Ability to relate well to children of all ages, their families and professionals
- Ability to complete relevant administrative tasks with effectiveness and efficiency

Responsibilities and tasks

Student support

- To support teaching staff with any immediate problems or emergencies according to the school's policies and procedures
- To Provide additional support to the teachers in the classrooms, around the school and the school playground.
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- To develop positive relationships with pupils in a professional, firm, fair, caring and friendly manner.
- Deploy specialist skills to foster the social, emotional and mental health development of students.
- To complete incident reports/entries in behaviour logs as appropriate
- Ensure all relevant parties are consulted and informed about student progress, including parents in an accurate and timely manner.
- Commitment to high standards of uniform and behaviour even when students are dysregulated or facing challenge.

Climate and culture

- To maintain a positive climate for learning for students
- To contribute to and lead the management of social time for students as part of the Duty Team
- To develop alternative pathways to support students who are at risk of exclusion
- To support teaching staff so that they are able to focus upon the core business of raising achievement
- To support the supervision of our ATS (Alternative to Suspension) provision
- Act as a source of support, advice and expertise for staff
- Encourage a culture of listening to children and taking account of their wishes and feelings
- Liaise with subject teachers to share strategies for supporting underachieving students
- Providing support to form tutors and empowering them with information to support all students
- To undertake relevant safeguarding training
- To complete relevant referrals to external agencies, as required

Generic Responsibilities:

- To undertake any reasonable duties as requested by the Line Manager

Supervisory Responsibility

To be confirmed following appointment

Line Manager:

College Leader

