

Learning Mentor

Job Specification

Values: Be respectful, Show empathy, Have aspirations, Work together

Accountable to: Head of Service, Assistant Head of Service

Contract: C1 (Scale point 12-17) 37 hours per week, TTO plus 5 days

Post-holders are appointed to the Medical Needs Teaching Service (MNTS). The MNTS is a service commissioned by Leeds Local Authority through a Service Level Agreement with the East Specialist Inclusive Learning Centre, and the MNTS delivers learning in settings across Leeds.

The Local Authority has a statutory duty to provide education for young people who are unable to attend school due to their medical need. Every employee in the East SILC will promote the core values of the service. We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure and reference checks.

Purpose of the Role

The Learning Mentor will support pupils' progress by working closely with teaching staff and the wider support team to remove barriers to learning. The role focuses on in class support, learning strategies, adaptive teaching approaches, and targeted intervention to enable pupils to engage successfully with day-to-day learning.

Key Duties and Responsibilities:

Supporting Learning and Progress:

- Support pupils to access, make progress and learn effectively in the classroom, promoting engagement, confidence, and independence.
- Assist pupils in developing effective learning strategies, including organisation, concentration, resilience, and study skills.
- Monitor pupils' progress and engagement and identify barriers to learning, feeding back to teachers and the support team.
- Provide targeted small group or individual learning support where required.

Classroom Support and Adaptive Teaching:

- Work alongside teachers during lessons to support adaptive teaching strategies, particularly for pupils with SEND or additional needs.
- Reinforce learning objectives through scaffolding, modelling and structured support, without creating dependency.

- Support the use of reasonable adjustments, access arrangements, and differentiated resources in line with pupil needs.
- Promote inclusive classroom practice and positive learning behaviours.

Working with the Support Team:

- Work collaboratively with the wider support team and the whole MNTS team: teachers, teaching assistants, pastoral staff, and external professionals where appropriate.
- Contribute to planning, delivering, and reviewing interventions and support strategies.
- Support the implementation of EHCP outcomes, pupil support plans, and learning targets as directed.
- Maintain clear, accurate records of support provided and progress observed.

Supporting Day to Day Learning:

- Support pupils with routine learning tasks, organisation of resources, and transitions between activities.
- Encourage pupils to take ownership of their learning and develop self regulation skills
- Promote positive relationships and a calm, focused learning environment.
- Support attendance and engagement where learning is affected by anxiety or other barriers.

Professional Responsibilities:

- Work within school policies on safeguarding, behaviour, inclusion, and confidentiality.
- Attend relevant meetings, training, and professional development to support effective practice.
- Communicate professionally with staff, pupils, and families where appropriate.
- Uphold high expectations for pupils' learning, behaviour, and achievement.

Any Special Conditions of Service:

- The post holder may be required to work in any setting across the Medical Needs Teaching Service.
- There may be a need to occasionally work outside of service hours and off service premises.
- There is a no smoking policy.
- This job specification is a guide to work that you will be initially required to undertake. It may be altered from time to time to meet changing circumstances.
- Subject to a 6-month probationary period

The role will require the post holder to be able to travel efficiently city wide and work across all sites and in students' homes/community. As such, the post-holder should have a driving licence and access to a car and be willing to drive across the city.