



## WESTCOUNTRY SCHOOLS TRUST



### JOB DESCRIPTION

<b>Job Title:</b>	Learning Mentor – Den Based
<b>Location:</b>	Across the Trust (based at Plymstock School currently)
<b>Grade:</b>	(Plymouth Pay Scales, Grade C, SCP 5-7)
<b>Hours:</b>	32.5 hours a week, 39 weeks per year
<b>Reports to:</b>	SENDCo

#### Job Purpose

To manage and lead the DEN, ensuring it provides a calm, safe, and supportive environment for students with Special Educational Needs and Disabilities (SEND). The role involves developing 1:1 mentoring relationships with students who require additional academic or emotional support, in accordance with their learning plans or one-page profiles. The Learning Mentor will support pupils' educational progress and emotional development, liaise with staff across departments, and uphold the school's behaviour and safeguarding procedures, using trauma-informed approaches at all times.

#### Duties and Responsibilities

- Oversee the daily running of the DEN, maintaining a structured and purposeful learning space.
- Support the educational progress of students with SEND who are working in the DEN.
- Implement and model trauma-informed approaches to support emotional regulation and positive behaviour.
- Ensure that the DEN is an inclusive environment which supports students' individual needs.
- Build and maintain effective 1:1 mentoring relationships with identified students.
- Provide tailored academic and emotional support based on students' learning plans or one-page profiles.
- Encourage and support students to meet their personal, academic, and behaviour targets.
- Work closely with the SENDCo, pastoral team, and teaching staff to ensure a consistent approach to support.
- Liaise with subject departments to collect and distribute appropriate work and learning materials for students in the DEN.
- Support students in understanding and completing their classwork to ensure continuity of learning.
- Use school systems (e.g. ClassCharts, radios) to monitor, record, and communicate information regarding student behaviour and progress.

- Follow all school policies and procedures relating to behaviour management and safeguarding.
- Liaise with parents and carers as required to provide updates on student progress or concerns.
- Contribute to review meetings and planning for individual pupils as needed.

### **General**

1. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
2. Assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
3. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
4. Comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

## PERSON SPECIFICATION

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
<b>Qualifications:</b>			
A good level of education to include GCSE (or equivalent) Grade C/Level 5 or above in Mathematics and English	E	✓	
<b>Experience:</b>			
Experience of working in a busy, fast paced environment	D	✓	✓
<b>Knowledge, Skills and Abilities:</b>			
Good knowledge of the SEND code of practice	D	✓	✓
Ability to work constructively as part of a team, to understand classroom roles and responsibilities and to understand own position within these	E	✓	✓
Excellent communication skills, both verbal and written, including effective communication skills with students.	E	✓	✓
Ability to use technology to a basic level – e.g. computer, video, photocopier, etc.	D	✓	✓
Ability to manage own workload	E	✓	✓
Ability to deal with issues of high confidentiality	E	✓	✓
A knowledge of GDPR legislation	D	✓	✓
<b>Further Requirements:</b>			
Compassionate, caring and non-judgemental	E	✓	✓
To be creative and innovative	D	✓	✓
Enthusiastic and committed to meeting the needs of students	E	✓	✓
Flexible and adaptable to the needs of the role	E	✓	✓
Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	E	✓	✓
Willingness to participate in other development and training opportunities	E	✓	✓
Hardworking and resilient, acts on own initiative	E	✓	✓
Awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults	E	✓	✓

<b>VALUES-BASED BEHAVIOURS:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote wellbeing and improve outcomes	✓		✓
<b>Aspiration:</b>			
Working to high expectations, modelling the delivery of high quality outcomes	✓		✓
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	✓		✓
<b>Integrity:</b>			
Acting always in the interests of children and young people	✓		✓
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	✓		✓
Communicating with transparency and respect, creating a working environment based on trust and honesty	✓		✓
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	✓		✓