



Richardson Endowed Primary School

Job Description for the post of Sports and Learning Mentor

Post: Sports and Learning Mentor

Richardson Endowed Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, an online check and satisfactory references.

Main purpose

Under the guidance of the headteacher, the Sports and Learning Mentor will provide support in addressing the needs of pupils, who require particular help to overcome barriers to learning. As a Sports and Learning Mentor you will deliver interventions to groups and individuals across the school, working closely with teachers to address the needs of identified children with SEND, both inside and outside the classroom. This will include, but not be limited to, working through sports and outdoor activities to provide help and support to meet the individual's needs.

Duties and responsibilities

Teaching and learning

- Provide pastoral support to pupils
- Deliver targeted support, including physical and outdoor activities, to support pupils
- Provision of support for pupils with special educational needs
- Establish productive working relationships with pupils, working as a positive role model responding appropriately to individual needs
- Develop 1:1 mentoring arrangements with pupils and provide support for pupils needing support with emotional regulation
- Challenge and motivate pupils, promoting their self-esteem
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact and work co-operatively with others and engage in activities
- Provide advice and guidance as required
- Implement appropriate behaviour management strategies following the school's policies
- Supervise pupils on educational visits and out of school activities
- Plan and deliver after school clubs/extra-curricular activities
- To support the Midday Supervisors, delivering sporting activities/games at lunchtimes

Planning

- Work with the teacher in planning, evaluating and adjusting learning activities as appropriate
- Support pupils' access to learning using appropriate strategies and resources
- Adapt learning activities according to pupil's needs
- Prepare and plan resources to support pupils

Working with staff, parents/carers and relevant professionals

- Assist the teacher with the development and implementation of individual Education/Behaviour/Support/Mentoring plans
- Provide feedback to pupils, colleagues and parents in relation to progress, achievement, behaviour and attendance
- Maintain good relationships with colleagues and work together as a team
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support pupil achievement and progress

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Demonstrate strong knowledge and practices to overcome barriers to learning.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Act in accordance with the school's policies and procedures and relevant legislation particularly in relation to child protection and behaviour management
- Support children in social and emotional well-being, assist in resolving behavioural and emotional problems and reporting issues to the teacher as appropriate
- Attend to children's personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Take on any additional responsibilities which might from time to time be determined

The sports and learning mentor will be required to safeguard and promote the welfare of children and young people, following school policies and the staff code of conduct.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

We are committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.