



Job Description

Learning Mentor

Reporting to:	Head of Academy
Liaising with:	Staff, parents, pupils, other agencies, and professionals
Grade/Salary:	G5 Points 9-17, 32.5 hours per week (30 minute lunch break) £27,254 – £31,022 per annum FTE
Hours of work:	32.5hours (8.45-3.45 with 30 minute lunch break)
Location:	Lindens Academy

Core Purpose:

To work under guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the Leadership and Pastoral Team in supporting individuals, group of pupils and families. It will also include the management/preparation of resources.

Main Activities:

Support For Pupils and Families

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of Individual Education Plans and pastoral support for children
- Establish productive working relationships with pupils and families, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils and families in relation to progress and achievement
- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters as required



Support For Staff

- Work with staff to establish an appropriate learning environment
- Work with staff to amend lesson planning, evaluating and adjusting lesson/work plans as appropriate
- Monitor and evaluate pupils responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed by the Leadership Team, contributing to reviews of system/records as requested
- Undertake marking of pupils work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parent/carers as agreed with staff within your role/responsibility and participate in feedback sessions/meetings with parents
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework; produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting according to pupils responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the Academy

- To promote and support inclusion for all children including pupils with SEN, EAL and those with a physical disability.
- To promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist their education and growth.
- To build and maintain positive and professional relationships with staff, pupils and parents treating all children consistently, with respect and consideration.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy



- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings within normal contractual hours
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils out of academy hours learning activities
- Supervise pupils on visits and out of school activities as required

The successful candidate will have

- Experience working in an educational setting (Desirable, experience of supporting children 1:1).
- Experience of working with children with a variety of SEND needs.
- A good standard of English and Maths
- Excellent communication and interpersonal skills, with the ability to build positive relationships with children, staff, parents and professionals.
- Proactive and flexible approach to work, with the ability to adapt to different situations and challenges.
- Empathy, patience, and a genuine passion for working with children and young people
- Strong organisational skills with the ability to multitask and prioritise effectively.
- Thorough knowledge and understanding of safeguarding.
- Some experience of supporting families through Early Help or Families First

The Lighthouse Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK. An online search will also be carried out as part of due diligence on all short-listed candidates.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.