



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Job Description

Senior Learning Mentor



JOB TITLE: Senior Learning Mentor
REPORTS TO: Assistant Headteacher
GRADE / RANGE

JOB PURPOSE

The Senior Learning Mentor plays a vital role in supporting students' academic progress, emotional wellbeing, and social development. With specialist **ELSA (Emotional Literacy Support Assistant) training**, the mentor provides targeted interventions to help disadvantaged students overcome barriers to learning, reintegrate successfully into school life, and build resilience.

The Senior Learning Mentor is:

- a qualified professional able to demonstrate and deploy well developed professional skills
- manages a complex and difficult client caseload
- maximises the potential for learning by ensuring appropriate provision for targeted pupils
- may be responsible for the supervision, management and professional development of other Learning Mentors.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity and Inclusion in Employment Policy in relation to both employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Headteacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

PRINCIPAL ACCOUNTABILITIES

Emotional Literacy & Wellbeing

- Deliver structured ELSA interventions (1:1 and small-group) to support emotional regulation, confidence, and resilience.
- Lead conversations that break down barriers to learning and promote positive engagement.
- Develop and review individual student personal plans to monitor progress.

Academic & Literacy Development

- Provide 1-2-1 mentoring to improve study skills, organisation, and motivation.

- Support literacy development through Think Reading and embedding literacy across the curriculum.
- Encourage student engagement and reintegration through tailored support plans.

Behaviour & Pastoral Support

- Mentor disadvantaged and persistent absentee (PA) students, fostering inclusion and positive relationships. Reintegration from long term absence
- Support reintegration of students back into mainstream learning environments.
- Work closely with Year Leaders and pastoral staff to ensure coordinated support.

Family & Multi-Agency Liaison

- Contribute to the disadvantaged agenda by supporting vulnerable learners and liaising with families.
- Collaborate with external professionals (e.g., counsellors, CAMHS practitioners) when appropriate.
- Home visits
- Exams invigilation for our disadvantaged student needs
- Home liaison- home based learning support

Monitoring & Safeguarding

- Maintain accurate records in line with safeguarding and confidentiality requirements.
- Contribute to pastoral reviews, EHC plans, and multi-agency meetings.
- Evaluate the impact of interventions and adapt strategies to meet evolving needs.

Skills & Qualities

- Strong understanding of adolescent wellbeing and emotional development.
- Empathy, patience, and the ability to build trust with young people.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively within a pastoral or SEND team.
- Skilled in delivering structured interventions and evaluating outcomes.

Qualifications & Experience

- ELSA qualification (required, or willingness to update training).
- Experience supporting young people in a secondary school or similar setting.
- Training in safeguarding, behaviour support, mental health first aid, or trauma-informed practice (desirable).

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature: Date: Name in full

Senior Learning Mentor - Person Specification

Skills and Abilities	Essential	Desirable
The ability to develop and maintain effective working relationships with other team members and contribute to the work of the team	✓	
The ability to manage and supervise a team of staff	✓	
Management skills to manage: budgets, information and the working environment	✓	
Ability to work to agreed specifications and deadlines	✓	
ICT skills to support management, administration and organisation	✓	
Effective oral and written communication skills across a range of audiences	✓	
Effective professional mentoring skills	✓	
The ability to manage conflict and difference: negotiating skills	✓	
The interpersonal skills to relate effectively to a diverse range of young people, adults and working partners	✓	
The ability to deploy a range of strategies and techniques to maximise learning opportunities	✓	
Displays commitment to the protection and safeguarding of children and young people	✓	
Knowledge		
A detailed understanding of the potential barriers to learning for pupils and the range of provision available to overcome barriers	✓	
A detailed understanding of child protection frameworks and how to assess and manage intervention	✓	
The range of support services and facilities available to young people and how to access them	✓	
Health and safety policy and procedures, how to carry out risk assessments and ensure safe and secure working practices	✓	
Equalities, diversity and inclusion policies and how these are implemented in children's services	✓	

Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓	
<i>Qualifications and Experience</i>		
GCSE grade 'C' (or equivalent) or above in English and mathematics	✓	✓
ELSA (Emotional Literacy Support Assistant) Training		
At least 2 years' experience of working with children and young people	✓	
NVQ4 in Learning, Development and Support Services or equivalent qualification or experience		✓
Demonstrable evidence of continuing professional development	✓	

