



Tudor Grange Academies Trust

**Learning Mentor
Job Description**

**Salary Range NJC Salary
Points 5-11**

**Term Time only 39 weeks per year
37 hours per week
8:00am to 4:00 pm Monday to Thursday and
8:00 am to 3:30 pm on Friday**

Core Purpose

Learning mentors provide a complementary service to teachers and other staff, addressing the needs of students who require assistance in overcoming barriers to learning.

Learning mentors work with students on a one-to-one basis, in small groups, and within lessons, acting as:

- listener
- facilitator for learning
- encourager
- supporter
- guide

Specific tasks

Learning Mentor Tasks:

- Take an active role in supporting the learning of students who are underperforming or have an identified Special Educational Need in their subjects, both inside and outside the classroom
- To plan, prepare and deliver numeracy and literacy intervention to identified students
- To support the SENCO in ensuring that staff understand and are actively implementing quality first teaching
- To have a working knowledge of a range of SEN and the associated barriers to learning that impact on student progress
- To maintain strong communication with parents and carers in relation to SEN and to communicate any relevant information to the line manager
- To be a visible presence around the academy modelling expected standards
- To support SEND students with internal exclusion
- To develop a 1:1 mentoring relationship with students identified for support acting as a key worker
- To support the SENCO to action appropriate referrals to external agencies
- Attend multi agency meetings where directed to by the SENCO
- Implementing strategies and supporting students in self-esteem and confidence-building activities
- Listening to and helping students resolve a range of issues that are creating barriers to learning
- Drawing up agreed action plans with a caseload of students to address areas of concern and barriers to learning
- To monitor and report on the implementation of all plans drawn up to line manager
- To be familiar with the school curriculum
- Keep effective records of mentoring activities and contribute to the development of mentoring resources
- To facilitate the sharing of information between teachers, parents and any other agencies involved with the student.
- To undertake roles as part of exam access arrangements
- To network with other learning mentors and share best practice.
- Maintain an ethos of achievement for all

In addition to above duties the Senior Learning Mentor has the following responsibilities:

- To liaise with the leadership team with regards to identified SEN students and best practice
- To liaise with college leaders regarding TATE days and support implement as directed
- To monitor SEND student behaviour where necessary and inform the SENCO
- To plan, prepare and deliver specific behaviour interventions for identified SEND students
- To rearrange in class support in the event of staff absence
- To act as the school's Autism Lead, liaising with students, parents and colleagues in order to provide suitable support
- To create a timetable of Exam Access Arrangements (EAA)
- To support with EAA administration, maintaining records, running screens and disseminating information to whole staff
- To manage EAA testing as directed by the SENCO

Generic responsibilities

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the southward safeguarding children's board and school safeguarding policy.
- To undertake any responsible duties as requested by the SENCO, Principal and or College leaders
- A positive attitude and commitment to continuous improvement
- A positive commitment to team working and participation
- To adhere to the ethos of the school and set an example of personal integrity and professionalism

Line Manager:

SENCO