

The Specialist Education Trust

Alternative Provision Learning Mentor

JOB DESCRIPTION

Employee Name:

Effective Date: September 2026

Responsible to: Assistant Head Teacher (B&I)

Location: Littledown School, Queens Road, Slough, Berkshire, SL1 3QW

Main purpose of the job

- To work as part of an Alternative Provision team for primary pupils in Slough with SEMH needs;
- To coach and mentor children and adults to address barriers (and potential barriers) to learning and achievement;
- To provide direct support and guidance for pupils, parents/carers and other agencies in relation to emotional regulation and behaviour management strategies.

Key Responsibilities

- Identify and plan mentoring support for pupils, usually on a 1-1 basis around their SEMH needs, whilst coaching an identified adult to utilise coaching methods and other strategies independently
- Identify and address barriers (and potential barriers) to learning and achievement mainly through a 1:1 supportive relationship or small group work
- Provide direct support and guidance for school staff and parents/carers in relation to a child's SEMH needs, regulation needs, personal organisation, and independent skills management
- Liaise with parents/carers in order to discuss issues and problems around their child's SEMH needs, run small group sessions and workshops for parents at school and advise parents on emotional regulation and behaviour management strategies and parenting skills
- Work alongside other partners and agencies to share information
- Understand the needs of and assist in planning appropriate responses for young people's SEMH needs

- To monitor, record and report pupil progress in line with school policy
- To assist in preparing reports and statistics on a regular basis for the Senior Leadership Team (SLT)
- To attend professional meetings when required and undertake appropriate professional development
- To provide high level support for children in a range of settings, whilst mentoring key staff, including (where appropriate) off site visits, transition visits,
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as detailed in the school's Child Protection and Safeguarding policy.
- To understand and follow the 'Team Teach' principles and guidance in school
- To support Health & Safety Regulations, ensuring safe working practices are adhered to.
- To perform other duties as reasonably correspond to the grading of the post and are commensurate with its level of responsibility.

Generic Accountabilities

Attend daily and weekly meetings, in accordance with the school policy as required. Attend occasional meetings and training sessions during evening hours or in school holidays, as required.

Safeguarding Children

In accordance with the commitment of Littledown School to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" (2025) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the pupils and the school.

You are also required to know and adhere to the following documents; "Working Together to Safeguard Children" (2018), "Sexual Violence and Sexual Harassment Between Children in Schools and Colleges" (2021) and "What to do if you're worried a child is being abused" (2015). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Confidentiality
During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Littledown School or The Specialist education Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
Data Protection
During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations May 2018 and are properly applied to pupil, staff and School business/information. Staff are expected to act in accordance with school policies and various government legislations, which may be amended occasionally.
Freedom of Information
The post holder must be aware that any information held by the school in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures.
No Smoking Policy
Littledown School will not allow smoking or vaping in any of its buildings, playgrounds or gardens and notices to this effect are displayed at the entrance to the school. It is the policy of Littledown School, that smoking or vaping will not be allowed anywhere on the school premises, apart from one designated area. The school have one designated area at the back of the school just outside of the school boundary.

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PERSON SPECIFICATION

Skills	Essential	Desirable
Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate	√	
Physical and emotional resilience and reliability under pressure	√	
Excellent interpersonal, communication and organisational skills	√	
Communicate clearly and effectively in the English language, both verbally and in writing with all children and adults.	√	
Good numeracy/literacy skills	√	
Effective use of ICT to support learning	√	
Flexibility, initiative and consistently meeting deadlines	√	

Abilities	Essential	Desirable
Ability to liaise and build effective working relationships with schools, parents, families, head teachers, professionals, voluntary organisations and other agencies, including the Local Authority	√	
Ability to work effectively as part of a team	√	
Ability to plan own workload	√	
Ability to convey information clearly and accurately	√	
Ability to self-evaluate learning needs and actively seek learning opportunities		√
Ability to relate well to children and adults from diverse ethnic, cultural and social backgrounds	√	
Ability to use own initiative to improve areas of practice	√	
Know and be able to apply consistently a range of school policies, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEND)	√	
Understand and be able to use a range of strategies to deal with individual behavioural needs	√	
Adapt communication style to respond to pupils according to their individual needs	√	
Ability to resolve problems fairly and without prejudice	√	
Demonstrate the ability to uphold public trust and confidence and maintain appropriate positive professional boundaries in relationships with both children and adults at all times.	√	
Good sense of humour	√	

Knowledge	Essential	Desirable
Awareness of the importance of data protection and confidentiality	√	
Experience in undertaking observations for assessment of pupils		√
An understanding of inclusion, making the curriculum accessible to all learners including SEN, G&T and EAL		√
Assist with the development and delivery of individual education and support plans	√	
Monitor, record and report on progress and attainment	√	
Have drive, enthusiasm and a clear vision for excellence in SEN provision	√	
Understanding of the EHCP process and requirements		√
The National Curriculum and education system		√
Potential barriers to learning and strategies to overcome these barriers	√	
Understanding and commitment to equal opportunities	√	
The needs of vulnerable and challenging young people who have social, emotional, mental health or medical needs	√	
Experience	Essential	Desirable
Minimum of two years' experience of working with children/young people who have SEMH needs and their families	√	
Maintaining a positive attitude towards and working with vulnerable and challenging young people	√	
Coaching and mentoring young people in order for them to realise their full potential		√
Additional relevant SEN experience		√

Qualifications	Essential	Desirable
A*- C Level GCSEs or equivalent in English and Maths	√	
Relevant Level 5 qualification (i.e. Education or Social Care related)	√	
Coaching or mentoring qualification		√
Evidence of having undertaken recent professional development relevant to this post.	√	
Evidence of further professional study or experience related to the understanding of the needs of children and young people with SEMH.		√
Current UK driving licence	√	
Team Teach trained		√

Signed: (employee)

Date:

Signed: (Manager)

Date: