

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

School: Farnborough Road Junior School

Post: LEARNING MENTOR

Grade:

- JE number – A1626
- Points total – 354
- Grade 'E' (Scp 7-11)

Responsible to: Headteacher

Responsible for:

JOB PURPOSE

Working in partnership with teachers, support staff and other agencies to address the needs of children and their families and help to overcome barriers to learning both inside and outside the school. The Learning Mentor will provide support and guidance to children and families to enable them to have full access to educational and extended school opportunities and achieve their full potential.

This post largely centres around children with social, emotional and mental health difficulties (SEMH), children who are underachieving, children with English as an Additional Language (EAL), children supported through Early Help or with Social Services involvement and children with attendance or punctuality issues.

MAIN DUTIES

Support for the Pupil

- Develop a 1:1. mentoring relationship with pupils needing particular support to achieve the goals defined in their individual plans.
- Act as a role model for all pupils setting high expectations.
- Develop and promote inclusion and acceptance of all pupils.
 - To build and maintain positive and professional relationships with children, treating all children consistently, with respect and consideration.
 - To support underperforming learners identifying issues that create barriers to learning and help them to begin to address and overcome these barriers

- Encourage pupils to interact and work cooperatively with others and engage in activities.
- Promote self-esteem and independence, developing and employing a range of strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupils in relation to progress and achievement.
- Provide some small group teaching for pupils with Social, Emotional or Mental Health Difficulties
- Develop and run programmes to encourage good attendance and punctuality
- Liaise with the office staff for first response calls and ensuring parents adhere to school policy.
- Monitor those children with issues, liaising with Head and Education Welfare as appropriate.
- Provide individual support for children and families as required.
- Run programmes and training with children in supporting their peers and acting as positive role models.
- To provide support or children in the Rainbow Room, classroom, playground or 1:1 setting

Support for the Teacher

- Together with teaching staff, HT and SENDCO identify those children who would benefit most from a learning mentor
- To develop action plans for individual children, or groups of children who need particular support as part of a graduated response, including developing Pastoral Support Plans.
- Liaise with SENCO to ensure effective communication for children and families receiving Learning Mentor involvement who are on the SEND register.
- Support the development and work within a clear framework for pupil discipline, anticipate and manage pupil behaviour constructively, promoting self-control and independence, in line with established school policy.
- Maintain regular contact with families/carers of children in need of extra support, keeping them informed of the child's needs and progress and to secure positive family support and involvement.
- Provide feedback to class teachers about progress of individual children and families where support has been given.
- To provide support in classrooms for children with SEMH difficulties as required and timetabled.
- To support children and families with the transition from Y2 to Y3 and from Y6 to Y7

Support for the Curriculum

- To have knowledge and appreciation of the range of activities, courses, opportunities, agencies and services that could be drawn upon to provide extra support for pupils.
- Be responsible for continuing to develop professional expertise in appropriate areas.

Support for the School

- Comply with all school policies and the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and school improvement activities
- Facilitate the sharing of relevant information between local agencies and schools and be the joint point of contact for accessing a range of community and specialist support services for example, Social Services, Education Welfare Service.
- Report on the implementation of action plans to the appropriate colleagues
- Maintain CPOMS and provide reports for monitoring and evaluation

Support For Safeguarding

- Be responsible, under the direction of the Lead Teacher for Safeguarding, for the day to day liaison between school, families and other agencies
- Attend Social Care meetings regarding specific pupils as required.
- Attend and participate in network meetings sharing best practice to support others.
- Undertake personal development through training and other learning activities, including performance management as required.
- Undertake all associated paperwork and admin for the role. Contribute to the effective upkeep and storage of resources and maintain an attractive learning environment in the school's support base, The Rainbow Room.

GENERAL:

- Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
- School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

Prepared by: **Name** Adrian Antell
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