

Job Description

Post Title:	LEARNING MENTOR	JD Ref	JD58
Department:	Education	Grade:	BEXLEY07
Responsible to:	Head Teacher		
Responsible for:	N/A		
Functional links with:	Pupils, Parents, Agencies, Staff, LA Staff		

Main purpose of the job:

- To provide support and guidance to children, young people and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.
- To provide a complementary service that enhances existing provision in order to support learning, participation and encourage social inclusion by developing and maintaining effective and supportive mentoring relationships with children, young people and those engaged with them.
- To work within an extended range of networks and partnerships to broker support and learning opportunities and improve the quality of services to children and young people.

Major Duties and Responsibilities:

1. To facilitate children and young people's learning and development through mentoring by identifying learning and development needs, planning for how these needs will be addressed through mentoring and reviewing the effectiveness of mentoring.
2. To contribute to the identification of barriers to learning for individual children and young people and provide them with a range of strategies for overcoming the barriers.

3. To develop, agree and implement a time bound action plan with groups and individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs and to maintain accurate records of work for each identified pupil.

To deliver targeted interventions with pupils to support their social and emotional development and record the implementation and impact of these sessions.

To work as part of the wider pastoral team, developing good working relationships with other members of staff and collaborating to deliver effective support for pupils.

To support pupils within the classroom, where needed, to remove barriers to learning, including pupils with complex SEND needs.

To support pupils on a 1:1 basis if they are dysregulated to enable them to regulate and access the learning environment, both in and out of the classroom.

4. To support children and young people's successful transfer and transition in learning and development contexts.

5. To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement.

6. To contribute to the protection of children and young people from abuse

7. To develop and maintain appropriate contact with the families and carers of children and young people who have identified needs and to keep them informed about the pupil's needs and progress, and to secure positive family support for the pupil.

8. To facilitate access to specialist support services for children and young people with barriers to learning.

9. To negotiate, establish and maintain effective working partnerships with other agencies and individuals in order to address needs and help remove barriers to learning for children and young people.

10. To attend network meetings with other learning mentors and contribute to the identification and sharing of good practice between individuals to enhance mentoring provision.

11. To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.

12. To meet regularly with the designated line manager to report on progress of identified pupils.

13. To liaise closely with the staff in school to ensure that everyone understands and supports the strategies being used by the Learning Mentor to develop the pupils' skills for learning and learning behaviours.

14. To work closely with other identified members of staff.

15. To attend training and professional development sessions.

16. To review own contribution to the school.

17. To work within and encourage the school's Equal Opportunity Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

18. To undertake other duties, appropriate to the post, as may be required from time to time.

Signed By:	Post holder:	Date
	Line Manager:	
	Job Assessor: (if required)	

