



JOB DESCRIPTION

Job Title: Learning Mentor

Grade: Grade 5 point 14 – 18

***Key Purpose: To work with the Head of Year to support, motivate and challenge pupils.
To help pupil overcome barriers to learning caused by social, emotional and behavioural problems.***

Main Responsibilities

- To engage with an identified group of children as a mentor, including having a role in academic monitoring and raising achievement.
- To maintain links with excluded pupils including collating provision and collection of work.
- Home school liaison.
- To have a major responsibility in monitoring SIMS daily, dealing with 'incident management' and communicating action taken to relevant parties.
- To maintain / update pupils' files, including targeted files, ensuring that current position is easily identified.
- To provide administrative support.
- To have involvement with transition.
- To build up a full knowledge of the range of support available and to include specialist support for pupils, and to represent the child's interest, accompanying pupils at such times and attend meetings with service – providers.
- To engage in the supervision of children at specified times.
- To ensure the coordination of preventative work through the use of tools such as the common assessment framework (CAF)
- Communicate pupil information to all relevant parties.
- To form part of a rota which includes outside duties.
- To carry out risk assessments and administer First Aid when required.
- Transport pupils home from time to time
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To undertake any other duties and responsibilities that may be assigned by the Principal, which are commensurate with the grade of the job.