

## **Learning Mentor**

### **Job Description**

#### **Grade: GR3**

#### **1. Job Purpose**

- 1.1 To provide support and guidance to children and young people who are experiencing difficulties in learning due to social, emotional or behavioural problems or other issues

#### **2. Key Responsibilities**

- 2.1 To promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist their education and growth
- 2.2 To support the physical and emotional well-being of pupils
- 2.3 To promote and support inclusion for all children including pupils with SEN and those with a physical disability
- 2.4 To build and maintain positive and professional relationships with pupils, treating all children consistently, with respect and consideration
- 2.5 To help develop pupils' confidence and self-esteem through listening to them and devising appropriate programmes of support
- 2.6 To implement individual programmes for specific pupils under the guidance of the Senior Learning Mentor, SLT and class teachers and outside agencies
- 2.7 To develop and agree action plans for individual pupils and groups of pupils
- 2.8 To liaise with Senior Learning Mentor, SLT and class teachers and parents regarding the support in place for pupils
- 2.9 To support pupils in the classroom, playground or in a 1:1 setting
- 2.10 To support underperforming learners in identifying issues which are creating barriers to learning and help them in beginning to address these barriers
- 2.11 To maintain records on pupils' attendance, punctuality and progress and be able to recognise how these link with pupils' wellbeing
- 2.12 To support pupils with the transition to secondary education
- 2.13 Be familiar with, and comply with a full range of policies and procedures relating to safeguarding, health and safety and confidentiality. Ensure all concerns are reported to the appropriate person
- 2.14 Work collaboratively with colleagues and build and maintain professional and positive relationships

**S a f e , S e c u r e a n d S u c c e s s f u l**

- 2.15 Strive to continually develop practice through taking on feedback and seeking out CPD opportunities

### **Education and Qualification**

- 2.16 To have Learning Support Assistant Level 3 qualification or higher education qualifications
- 2.17 To have the ability to communicate using standard written and spoken English
- 2.18 To have basic ICT skills for record keeping and completing referral forms to outside agencies
- 2.19 Professional and honest
- 2.20 Positive and nurturing
- 2.21 Ability to relate to young people and act as a positive role model
- 2.22 Excellent interpersonal skills
- 2.23 Effective listening skills
- 2.24 A non-judgemental approach
- 2.25 Excellent communication skills (both written and verbal)
- 2.26 High levels of resilience, the ability to remain calm and work well under pressure
- 2.27 Excellent use of initiative and quick thinking
- 2.28 Ability to work creatively and collaboratively
- 2.29 Flexible and open to change
- 2.30 Good organisational skills
- 2.31 Problem solving skills