



# LEE CHAPEL MULTI-ACADEMY TRUST

## JOB DESCRIPTION

**Title of Post:** Learning Mentor

**Salary Scale:** Scale 7 Point 19-24

**Responsible to:** Class/Set Teacher  
Headteacher/SENCO

**Purpose of Job:** To work in partnership with class and set teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures

### Main duties and responsibilities

#### Support for specific Pupils:

- Support the specific needs of specified pupils - academic, physical, emotional and/or behavioural and attend meetings in relation to them.
- Provide appropriate levels of individual attention, reassurance and help for pupils(s) needs as identified in Learning Plans. Providing in class support.
- Support specific pupil(s) access to the curriculum, their learning in particular lessons and their progress towards specific individual targets.
- Ensure that teachers are aware of the specific learning needs and targets of identified students.
- Foster pupil independence through supporting improvement in their knowledge, skills and understanding.
- Provide information, advice and direction to pupils about their behaviour within the agreed framework of school policies on discipline and behaviour.
- Where directed deliver work to develop pupil social skills / anger management.
- Support the in school extra-curricular clubs.
- Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the immediate working environment.
- Where directed, act as an escort on and off school premises under the direction and where appropriate, in the presence of the teacher for the purpose of visits or off-site educational provision.
- Support pupils in working independently in the company of others by providing hover support.

#### Support for the teacher(s):

- Assist pupil(s) access to the curriculum by personalising instructions and resources.
- Prepare materials of the quality and quantity specified by the teacher.
- Help pupils to select equipment and materials relevant to their learning tasks and to use these safely and correctly.
- Support the maintenance of student records by providing information to the teacher/SENDCo and recording, in accordance with school policy, the work of pupils.

- Provide praise and encouragement to pupils to recognise and promote positive student behaviour in accordance with school rewards system and behaviour policies.
- Support behaviour management at the beginning and end of lessons and during lesson transfer.
- Where necessary, correct pupil behaviour, supporting the teacher in maintaining order and discipline both in the classroom and in the school environment.
- Report uncharacteristic pupil behaviour patterns and Child Protection concerns about an individual pupil and incidents of inappropriate behaviour to the class teacher / named Child Protection Officer within the school, using CPOMS.

#### Support for the school:

- To supervise targeted pupils for break or lunch time as directed.
- Act as a reader as necessary at school and national tests and examinations where directed.
- Assist in the administration of any appropriate assessments as directed by the SENDCo.
- Share information and expertise, which could benefit other team members.
- Provide information to support student progress including information for student records, reports, Learning Plans and annual reviews.
- Take responsibility with the SEND Faculty in areas linked to appraisal targets.
- Actively encourage the development of positive relationships and promote confidence about the care and education of their children during contact and communications with parents/carers/outside agencies, passing on any information given by parents to the appropriate staff member within the school.
- Promptly report any difficulties in communicating with parents and carers to the class teacher.

#### Arrangements for appraisal of performance:

- Participate in the school's annual appraisal process and the regular reviewing of personal targets.

The duties may be varied to meet changed circumstances in a manner compatible with the post held and other such duties the Headteacher might reasonably require.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.