



Job Description

Job Title	Learning Mentor
Pay scale	Level 5
Location	Greenways Primary School, Southend on Sea
Responsible to	RESPONSIBLE TO: Pastoral Support Team Lead
Purpose	To identify barriers to learning for pupils and implement support and interventions to help pupils overcome these barriers.
Job context	<p><u>Working with pupils</u></p> <ol style="list-style-type: none">1. To support the transition process of all in-year admissions, including contacting and meeting new pupils and families, organising handover information from the child's current/previous school and liaising with the new class teacher and any involved external agencies, as directed by the PST Lead.2. To work flexibly and proactively in responding to and supporting moments of crisis for children with SEMH needs.3. To identify, with teachers and the wider Pastoral Support Team, those pupils who would benefit from a period of targeted intervention aimed at reducing barriers to learning (including emerging mental health needs) and to draw up and implement effective action plans.4. To develop a 1:1 mentoring relationship with pupils for whom this support is judged appropriate.5. To prepare and carry out small group interventions for pupils needing further personal, social or emotional support, and to regularly evaluate and review their effectiveness and impact.6. To promote and prioritise the safety and wellbeing of children, and to escalate concerns in line with the school's safeguarding policy. <p><u>Working with families</u></p> <ol style="list-style-type: none">7. To establish trusted professional relationships with parents and carers.



	<ol style="list-style-type: none"> 8. To participate in home visits as necessary to promote attendance. 9. To maintain regular contact with parents and carers of identified pupils keeping them informed of pupils' needs and progress and assisting them in forming links with the community. 10. To contribute to the school's work in promoting parent and carer involvement in the life of the school, in their child's learning, behaviour and attendance. 11. To signpost parents and carers to appropriate services, either within or beyond the school. 12. To provide/access training sessions for parents in a range of areas to support their children's learning and behaviour 13. To provide advice to individual parents/carers in relation to supporting their child's specific learning and behaviour needs at home. <p><u>Working with Staff</u></p> <ol style="list-style-type: none"> 14. To work flexibly as part of the Pastoral Support Team and the wider school community to meet the needs of children, particularly those with significant vulnerabilities 15. To attend and contribute to reviews and planning meetings, and to monitor and report back on individual pupils' progress against their targets. 16. To take part in in-service training and other meetings as directed.
Responsibilities	<ol style="list-style-type: none"> 1. To support systems for effective behaviour management during lunchtimes, in liaison with the lead midday assistant. 2. To liaise effectively with external agencies, individuals and other schools and nurseries for the benefit of pupils. 3. To undertake administration related to the tasks above including maintaining appropriate records using school systems and producing analysis when required. 4. To attend appropriate professional development which enables the post-holder to meet effectively the particular needs of pupils and families. 5. To attend learning and behaviour reviews and case conferences and



	<p>contribute to reports as required.</p> <ol style="list-style-type: none">6. To contribute to reintegration meetings for pupils who have received a suspension.7. To contribute effectively to school policies on behaviour management.8. To undertake such other duties, that may reasonably be required from time to time9. To undertake admin duties as required by the role.
General responsibilities	<p>All employees are expected to:</p> <ul style="list-style-type: none">● Undertake any training commensurate with the post.● Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.● Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>



Person Specification

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Qualifications and Training	Essential	Desirable
Minimum of 5 GCSEs (A*-C or Level 9 - Level 4) including English and Maths	✓	
A range of recent training relevant to the role (for example: trauma awareness, attachment theory, youth mental health first aider).	✓	
Qualified as a Learning Mentor or HLTA.		✓

Experience	Essential	Desirable
A proven track record of successful practice working with children of primary school age.	✓	
Knowledge and experience of a range of strategies to support children's social, emotional and mental health needs.	✓	
Experience of working within multi-agency networks to secure positive outcomes for children.	✓	
Experience of working constructively with parents and carers to secure positive outcomes for children.	✓	
Experience of working with families who have experienced the impact of domestic abuse and/or drug and alcohol abuse have been issues		✓

Professional Competencies	Essential	Desirable
Excellent communication skills - both verbally and in writing to a range of audiences.	✓	
The ability to work supportively and constructively as part of a team.	✓	
The ability to use technology effectively to manage the administration side of the role.	✓	



Personal Characteristics	Essential	Desirable
Resilient	✓	
Flexible	✓	
Reliable	✓	
Compassionate and non-judgemental	✓	
A positive outlook and a good sense of humour	✓	
Ability to self-reflect and to identify when further support or training might be needed	✓	