

BRIDGE ACADEMY TRUST



Notley High School & Braintree Sixth Form

Notley Road, Braintree, Essex CM7 1WY
01376 556300

Learning Mentor

Job Title	Learning Mentor
Scale	Scale 3 Point 4
Hours and Weeks:	30 hours per week, 39 weeks per year including 5 non-student days
Reports to	Headteacher, Class Teacher, SENCo, Assistant SENCo, Senior Learning Mentor
Job Purpose	To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and School policies and procedures. To do 1:1 or small group interventions with vulnerable students.
Duties	<ul style="list-style-type: none"> • Establish positive relationships with pupils supported • Support the use of ICT in the classroom and develop pupils' competence and independence in its use • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate • Promote positive pupil behaviour in line with School policies and help keep pupils on task • Interact with, and support pupils, according to individual needs and skills • Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources • To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour • Monitor and record pupil activities as appropriate writing records and reports as required • To support learning by arranging/providing resources for lessons/activities under the direction of the teacher • Assist with the development and implementation of IEPs • To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid. • To assist with the preparation, maintenance and control of stocks of materials and resources • Liaise with other staff and provide information about pupils as appropriate • To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities • To assist with escorting pupils on educational visits

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Learning Mentor - Personal Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of working in a library department or related role
	Knowledge of relevant policies and procedures	General understanding of the operation of a school Good understanding of health and safety policies and procedures Understanding of school library policy
	Literacy	Educated to GCSE Grade C or above Good Literacy skills
	Numeracy	Educated to GCSE Grade C or above Ability to count and do basic calculations
	Technology	Ability to use photocopier Ability to use word processor Ability to maintain library records
Communication	Written	Ability to complete forms and other documentation relating to the role.
	Verbal	Ability to exchange routine verbal information clearly with students and adults
	Languages	Seek support to overcome communication barriers with students and adults
	Negotiating	Ability to consult with colleagues
Working with students	Behaviour Management	Understand and implement the school's behaviour management policy to ensure appropriate conduct and behaviour of students whilst using the library
	SEN	Ability to support children through appropriate resources in relation to teaching and learning
	Curriculum	Understanding of the school curriculum in relation to learning materials
	Child Development	Awareness of child development in relation to library resources
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school and library
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of people
	Information	Know when, how and with whom to share information Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Library Assistant
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions accurately
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understanding of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role