

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	<p>To provide learning and care support for an individual pupil with special educational needs (SEN) to help work towards the outcomes on their education and health care plan (EHCP).</p> <p>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.</p>
Duties	<ul style="list-style-type: none"> • Establish positive relationships with students 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 student behaviour in line with School policies and help keep students on task • Interact with, and support students, 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 students' 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 students on educational visits

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Learning Mentor - Personal Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> General understanding of the operation of a school Good understanding of health and safety policies and procedures Understanding of school policy
	Literacy	<ul style="list-style-type: none"> Educated to GCSE Grade C or above Good Literacy skills
	Numeracy	<ul style="list-style-type: none"> Educated to GCSE Grade C or above Ability to count and do basic calculations
	Technology	<ul style="list-style-type: none"> Good ICT skills, particularly in using ICT to support learning
Communication	Written	<ul style="list-style-type: none"> Ability to complete forms and other documentation relating to the role.
	Verbal	<ul style="list-style-type: none"> Ability to exchange routine verbal information clearly with students and adults
	Languages	<ul style="list-style-type: none"> Seek support to overcome communication barriers with students and adults
	Negotiating	<ul style="list-style-type: none"> Ability to build effective relationships with students and adults
Working with students	Behaviour Management	<ul style="list-style-type: none"> Understand and implement the school's behaviour management policy to ensure appropriate conduct and behaviour of students
	SEN	<ul style="list-style-type: none"> Ability to support children through appropriate resources in relation to teaching and learning
	Curriculum	<ul style="list-style-type: none"> Understanding of the school curriculum in relation to learning materials
	Child Development	<ul style="list-style-type: none"> Skills and expertise in understanding the needs to all students
	Health & Well being	<ul style="list-style-type: none"> Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	<ul style="list-style-type: none"> Understand the role of others working in the school
	Relationships	<ul style="list-style-type: none"> Ability to build effective working relationships with pupils and adults
	Team work	<ul style="list-style-type: none"> Ability to work as part of a team and to be flexible in their approach to daily routines
	Information	<ul style="list-style-type: none"> Know when, how and with whom to share information Ability to provide timely and accurate information
Responsibilities	Organisational skills	<ul style="list-style-type: none"> Good organisational skills Ability to remain calm under pressure
	Time Management	<ul style="list-style-type: none"> Ability to manage own time effectively
	Creativity	<ul style="list-style-type: none"> Ability to follow instructions accurately

General	Equalities	<ul style="list-style-type: none">• Awareness of and commitment to equality
	Health & Safety	<ul style="list-style-type: none">• Basic understanding of Health & Safety
	Child Protection	<ul style="list-style-type: none">• Understanding of child protection procedures
	Confidentiality/Data Protection	<ul style="list-style-type: none">• Understand procedures and legislation relating to confidentiality
	CPD	<ul style="list-style-type: none">• Be prepared to develop and learn in the role