

## **HARWICH AND DOVERCOURT HIGH SCHOOL JOB DESCRIPTION**

<b>Job title:</b>	Learning Mentor
<b>Job grade:</b>	Band 3 to mid-point (£19171 to £21166 pro rata)
<b>Responsible to:</b>	Assistant Headteacher - Interventions
<b>Hours/Weeks:</b>	37 hours, 39 weeks (term-time including INSET days)
<b>Liaison with:</b>	Teachers, students, parents and outside agencies

### **Main Purpose:**

1. To supervise and work with small groups of students during lesson times to improve their attainment.
2. Develop a rapport with underachieving students to help them do their best in their GCSEs
3. To support underachieving students. The role will initially involve supporting maths but with the right candidate will expand into English and Science
4. Liaison with SENCo/Heads of Department to support requirements in English and Science.
5. To undertake welfare type activities related to the above.
6. To monitor and record the progress of a range of students.

### **Specific Duties:**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning by helping them to overcome barriers to learning both inside and outside the school in order to achieve their full potential, and enable the school to raise standards of achievement, improve attendance and raise standards of achievement and behaviour.
- Establish productive mentoring relationship with identified pupils acting as a role model and setting high expectations.
- Develop and implement One Plans and Pupil Passports.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently while recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement and self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

- Organise and manage an appropriate learning environment and resources.
- Organise lesson plans and worksheets.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lesson/work/plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of evidence.
- Record progress and achievement in lessons/activities systematically, and provide evidence.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Secure positive family support and involvement through regular contact.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on progress and achievement.
- Support analysis of Pre Public analysis (PPE) and enable students to make best use of feedback generated from exams.

Other duties:

- Share best practice and co-ordinate work to meet the needs in a focused and integrated way.