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| JOB TITLE: | Learning Mentor |
| REPORTS TO: | Inclusion Manager |
| DEPARTMENT: | Support Department |
| SECTION: | Secondary School |

PURPOSE OF JOB

To help students overcome barriers to learning, responding to needs as they arise in lessons throughout the day. To provide additional support to students and their families, to help them maintain a positive relationship with the school so they can make good progress.

PRINCIPAL ACCOUNTABILITIES

- Respond to calls from class teachers for assistance with students, then support students to enable them to return to learning.
- Attend to students' personal needs and provide advice to assist their emotional health and well-being
- Establish productive working relationships with students, acting as a role model and advocate.
- Assist with the development and implementation of programmes of support that will help improve a student and their family's relationship with education.
- Work with targeted groups of students in and out of class supporting subject teachers and the curriculum
- Support provision across the curriculum liaising with staff over issues relating to the student(s) progress or well-being
- Establish productive working relationships with families and provide support where needed.
- Develop 1:1 mentoring arrangements with students.
- Meet regularly with the INCo to ensure we are following the Assess, Plan, Do and Review process.
- Provide information and advice to enable students to make choices about their own learning / engagement / attendance
- Provide feedback to students in relation to progress, achievement, engagement and attendance.
- Challenge and motivate students and families to make good progress.

GENERAL ACCOUNTABILITIES

- Ensure the effective implementation of school policies with particular regard to safeguarding
- Carry out other duties that may reasonably be required by the Headteacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description is based on conditions of employment. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.