

ST TERESA OF LISIEUX CATHOLIC PRIMARY SCHOOL  
LEARNING MENTOR JOB DESCRIPTION



<b>Role Title</b>	<b>Learning Mentor</b>
<b>Grade</b>	<b>Pass 7 point 28-31</b>
<b>Contract Type</b>	<b>Full Time</b>
<b>Line Manager</b>	<b>Assistant Head (Inclusion)</b>
<b>School</b>	<b>St Teresa of Lisieux Catholic Primary School</b>
<b>Main purpose of the role</b>	
<p>To work with teachers and pastoral staff as part of a professional team to support teaching and learning for pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities. To improve school attendance and develop daily home visits</p>	
<b>Core responsibilities and tasks</b>	
<p><b>Key duties:</b></p> <ol style="list-style-type: none"> <li>1. Work with, guide, and challenge, learners with problems, in and out of the classroom environment as directed by the Assistant Head (Inclusion) and SENDCO.</li> <li>2. Work with pupils on a 1:1 basis and in small groups developing a mentoring relationship (including counselling) under the direction of the Assistant Head (Inclusion) and SENDCO. These pupils will have a multitude of problems including ASD, SEN and mental health issues.</li> <li>3. Set achievable targets and goals for pupils, developing action plans and monitoring their progress.</li> <li>4. Assist in assessment of children entering or returning to school in order to identify pupils who would benefit from help.</li> <li>5. Promote effective transfer of information from primary to secondary schools, across secondary schools and within schools.</li> <li>6. Develop regular contact with families/carers to encourage positive involvement, including links with external agencies.</li> <li>7. Facilitate the sharing of information between specialist agencies.</li> <li>8. Work with external agencies such as Children's Centres and Education Welfare to provide learning opportunities for children, parents/carers and the community.</li> <li>9. To assist in the organisation of lunchtime and out of school hours activities.</li> <li>10. Provide support and advice to pupils to promote their social care and personal development</li> <li>11. Work Closely with Assistant Head (Inclusion), SENDCO and Senior Leadership Team.</li> <li>12. Keep up to date with possible sources of support for young people.</li> <li>13. Act as the point of contact for access for other initiatives</li> <li>14. To lead on attendance issues and perform daily home visits to families. This will be shared with another Learning Mentor so team work is essential.</li> <li>15. Take part in training and lead training including specialist qualifications</li> <li>16. Develop strong parental links such as for courses across the key stages.</li> </ol>	
<b>Knowledge, skills and experience</b>	
<ul style="list-style-type: none"> <li>• Knowledge and compliance with policies and procedures relevant to safeguarding, child protection and health and safety.</li> <li>• Excellent organisation and time management skills</li> <li>• Sound inter-personal skills</li> <li>• Effective problem-solving skills</li> <li>• Demonstrate empathy, compassion and confidentiality</li> <li>• Professional skills to manage and attend safeguarding meetings</li> <li>• You must be able to drive</li> </ul>	