



Aston Fields Middle School
'A School of Character'

Job Description

Job Title:	Learning Mentor
Term of Appointment:	Part time and 1 year fixed term contract, 20 hours per week, term time only to include TED Days
Responsible to:	SENDCo & Assistant Headteacher
Date of assuming post:	As soon as possible

Main Purpose of Post

To provide a complementary service to that provided by teachers and pastoral staff in school to help in assessing and meeting the needs of pupils who experience barriers to their learning. To ensure that the medical needs of all pupils are met through appropriate management/planning.

Duties and Responsibilities

- Working with Form Tutors, Directors of Year Groups and members of the Social, Emotional and Mental Health Team, identify those pupils who would benefit from working with a Learning Mentor and, working with others, draw up an action plan for particular support for each child.
- Develop a 1:1 mentoring relationship with pupils needing particular support and helping them achieve the targets in their Action Plans.
- Maintain regular contact with families and carers keeping them informed of individual needs, progress and achievements aiming to achieve family support and encouragement.
- Work closely with the SENDCo and Senior Leadership Team to ensure that the needs of pupils of all abilities, ethnic, racial and religious backgrounds are met.
- Regular monitoring and evaluation of action plans to remove barriers to pupils' learning.
- Maintaining accurate records and prepare written reports and evaluations, as required.
- Have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that may be able to contribute to providing support for pupils in line with school policies.
- Facilitate the sharing of information within school, between local agencies, at points of transfer between school and the Local Authority, as appropriate.
- To use a variety of working methods and strategies in line with recognised Learning Mentors' good practice guidelines, as issued by EIC (Excellence in Cities), to complement existing school structures.
- To offer a flexible appointment system, focusing on the needs of individual pupils.
- Support other staff in running a breakfast club for our most vulnerable pupils and run extra-curricular activities, particularly during lunchtimes. Lunchtime supervision will be part of this job.



- Be able to provide group activities, e.g. Behaviour for My Future, Lego Therapy and Cognitive Behaviour Approaches.
- Support behaviour for learning by providing supervision for pupils needing time out from lessons (behaviour recovery), helping them to reflect on behaviour and return to their lessons ready to learn.
- Support the Senior Leadership Team and staff with transition for pupils moving from first or to high school.
- Support the Senior Leadership Team during key stage assemblies.
- To assist with children's injuries and administering basic first aid (training will be given)

The postholder also has general responsibilities and these are to:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Adhering to and maintaining school routine and codes of conduct including dressing professionally and not bringing the school into disrepute with social media usage.

Contacts

In all contacts, the postholder will be required to present a good image of the School and the County Council as well as maintaining constructive relationships. This includes on social media platforms, as outlined in the Staff Code of Conduct/ Handbook which will be provided as part of induction procedures.

Notes

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users.