



## **Ashmole Academy**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Senior Learning Mentor
<b>GRADE:</b>	NJC Point 26-29
<b>PURPOSE OF JOB:</b>	To support teachers and pastoral staff in addressing the needs of students who need help in overcoming barriers to learning. These may include using strategies to; improve learning and raise attainment; improve attendance; and raise standards of behaviour.
<b>RESPONSIBLE TO:</b>	The Head Teacher in all matters and to the relevant Head of Faculty or Line Manager.

#### **EMPLOYMENT DUTIES:**

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

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#### **Main Duties**

There are four key responsibilities by which the Learning Mentors will make a significant contribution to the achievement and well being of students:

- To improve the attendance of identified students.
- To improve the behaviour and well being of students.
- To support students who are experiencing learning difficulties.
- To support learning at school.

#### **The main duties may include:**

1. Monitoring the attendance of individual students where this has been raised as a concern. Using school procedures to contact families and provide support where appropriate to improve attendance and punctuality.
2. To provide a 1:1 mentoring relationship with students who are in need of support for learning.
3. To work with teachers and students to devise, implement and evaluate student action plans. To support the implementation of the plan with individuals or small groups of students, e.g. running support groups as necessary and appropriate.
4. To work alongside teachers and support staff to promote the effective use of behaviour management strategies.
5. To liaise with school Special Educational Needs Co-ordinator, Education Social Workers and other statutory and voluntary agencies to access all forms of support.

6. Follow school procedures in maintaining regular contact with families/carers of students in need of support, keeping them informed of needs and progress, with the purpose of securing family support and involvement. This will include developing knowledge of Child Protection procedures.
7. To work with teachers to provide support for students and their families who join the school during the course of an academic year.
8. To develop knowledge of the range of activities, courses, external agencies and individuals that might be used and drawn on to provide additional support for students.
9. Assist with the supervision of students in the absence of teachers, including cover supervision.
10. Dealing with incident statements.
11. To keep accurate records and update pastoral tracker.
12. To assist with the invigilation of examinations.
11. To assist with after school clubs and activities.
12. To help supervise students, including during break times.
13. Assisting children with or supervising use of computers.
14. To assist the teacher in the preparation and delivery of the subject area.
15. To be familiar with the requirements of the subject area being supported.
16. Keeping a daily diary of events including work completed, behaviour, general comments.
17. Maintaining a home/school liaison record.
18. Taking part (with the teacher) in discussions with parents if required.
19. Accompanying and supervising children on outings or at breaktimes.
20. Giving encouragement to children by offering appropriate attention and by showing interest in their activities.
21. Assist with general administration and clerical work to support the teacher or the pupils.
22. To safeguard and promote the welfare of children.

#### **Additional Duties (Management of Learning Mentor)**

1. The line management of Learning Mentors ensuring performance management of line managed Learning Mentors are carried out as required.
2. Allocating the work of Learning Mentor and others, as required, and monitoring the quality of that work.
3. Assisting in the development of policy and good practice in Learning Mentor related activities.
4. Developing and delivering training and induction for Learning Mentor, if required.
5. Assist with the management and quality of cover supervision.
6. To co-ordinate the management of Learning Mentor duties with pre and after school clubs and lunch time activities.
7. Assist with developing the quality of Learning Mentor activities.
8. Assist with the deployment of Learning Mentor.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Ref: Senior Learning Mentor July 2009