



Job Description Role: Learning Mentor

This job description gives an overall indication of the areas of responsibility of the position, but is by no means all-encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.

Location:	Prep and Senior School
Accountable to:	The Learning Mentor (LM) is directly responsible to the Head of Individual Needs. However, the LM will receive day to day instructions from the Teaching Staff where the LM is working, and may, from time to time, receive instructions from the Head, who is in overall charge of all the activities of the College on a day-to-day basis.
Responsible for:	N/A

Overall Purpose of the Job

The LM's primary purpose is to provide support in the across the College to students that require additional support, including those with EHCPs. The LM will assist in the educational and social development of pupils under the direction of the Director of Inclusion and the Teaching Staff. The LM will be expected to work as part of a team to help achieve the overall aims and ethos of the College.

Main Duties and Responsibilities

The LM must be helpful, smartly presented, punctual and professional in conduct. The LM will be privy to sensitive issues including confidential information and must therefore be discreet and maintain absolute confidentiality as necessary in line with safeguarding procedures. The LM must be aware of and follow the College policies and procedures regarding Child Protection, Health and Safety, and Data Protection.

The LM is expected to follow to the guidelines of Personal and Professional Conduct as outlined in the Professional Standards for Teaching Assistants: https://neu.org.uk/sites/default/files/2023-06/TA%20Standards_only.pdf

Classroom Duties

- With the support of the Director of Inclusion, plan and deliver intervention programmes under the supervision of the class teacher
- Assist in the implementation of Individual Educational Programmes (or other pupil-specific plans) for pupils and in monitoring their progress.
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
- Discuss assigned duties with Teaching Staff in order to co-ordinate the teaching.
- Work with other external visiting professionals such as Speech Therapists and Occupational Therapists, as necessary.

- Assist Teaching Staff with maintaining pupil records. Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil progress as appropriate to the level of the role.
- Support pupils with emotional or behavioural difficulties and help develop their social skills. Use effective behaviour management strategies consistently in line with the College's policy and procedures.
- Assist pupils individually or in small groups, reinforcing learning concepts presented by the Teaching Staff.
- Attend to pupils' personal needs when required, including social, health, hygiene, and welfare matters.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

Knowledge and Understanding

- Acquire the appropriate skills, qualifications and/or experience required for the LM role in supporting children with Individual Needs (dyslexia, dyscalculia, dyspraxia, ADHD, autism), Social, Emotional and Mental Health Needs, English as an Additional Language and More Able.
- Demonstrate skills in understanding the needs of all pupils and know how to adapt and deliver support to meet the children with these needs.
- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with the Director of Inclusion and accessing relevant professional development to improve personal effectiveness.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.

General Duties

- Supervise pupils in classrooms, corridors and other associated areas, the Dining Room and playground areas, according to the duty rota.
- Attend team and staff meetings as required.
- Participate in training and other learning activities as required.
- Assist with supervision when required in specialist subjects, such as P.E. (including swimming), dance, speech and drama, etc.
- Liaise with external agencies and parents under the guidance of Teaching Staff.

General

The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted.

Owing to the presence of students in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place. Details may be obtained from the College.

Training and Work Equipment

The College will provide training or pay reasonable training costs where the need arises. "Everyday" work equipment and Personal Protective Equipment, if required, will be provided by the College.

Person Specification
Role: LEARNING MENTOR

Essential	Desirable
<p>Education:</p> <ul style="list-style-type: none"> • NVQ Level 3 Qualification in Early Years and Child Care or equivalent 	<p>Education:</p> <ul style="list-style-type: none"> • Paediatric first aid trained
<p>Skills:</p> <ul style="list-style-type: none"> • Good oral and written communication skills • Ability to use initiative • Ability to plan and deliver intervention programmes to students in Maths and English 	<p>Skills:</p>
<p>Experience:</p> <ul style="list-style-type: none"> • Experience of working with children 	<p>Experience:</p>
<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge and understanding of policies relating to safeguarding pupils 	<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of pedagogy – how children learn
<p>Other:</p> <ul style="list-style-type: none"> • Willingness to undertake supervision duties • Professional outlook • Smart appearance • Calm under pressure • Sense of humour • Team player 	<p>Other:</p> <ul style="list-style-type: none"> • Willingness to develop own professional development • Commitment to the pupils - to go the 'extra mile' for them