Broadstone Middle School
Job Description
Learning Mentor

Hours / Working Weeks	35 hours per week 39 (38 term time plus 5 INSED days)	**Salary**	Grade F SCP 12 - 17
Employer	Castleman Academy Trust	**Responsible To**	Executive Headteacher

Key Purpose

- To provide support and guidance to pupils who are experiencing difficulties in learning due to social, emotional or behavioural problems or other issues

Key Priorities, Responsibilities and Duties

- To promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist their education and growth
- To support the physical and emotional well-being of pupils
- To promote and support inclusion for all children including pupils with SEN, EAL and those with a physical disability
- To build and maintain positive and professional relationships with pupils, treating all children consistently, with respect and consideration
- To help develop pupils' confidence and self-esteem through listening to them and devising appropriate programmes of support
- To implement individual programmes for specific pupils under the guidance of the Headteacher, SLT or outside agencies
- To develop and agree action plans for individual pupils and groups of pupils
- To liaise with the Headteacher, SLT, class teachers and parents regarding the support in place for pupils
- To support pupils in the classroom, playground or in a 1:1 setting
- To support underperforming learners in identifying issues which are creating barriers to learning and help them in beginning to address their barriers
- To maintain records on pupils' attendance, punctuality and progress and be able to recognise how these link with pupils' well being
- To support pupils with the transition to secondary education
- Be familiar with, and comply with, a full range of policies and procedures relating to safeguarding, health and safety and confidentiality. Ensure all concerns are reported to the appropriate person
- Work collaboratively with colleagues and build and maintain professional and positive relationships
- Strive to continually develop practice through taking on feedback and seeking out CPD opportunities

Additional Duties

Any other duties commensurate with the role of the Learning Mentor that may be required from time to time. The Learning Mentor is accountable to the Executive Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

Broadstone Middle School
Person Specification
Learning Mentor

Education/Qualifications	Desirable	Essential
Qualifications in GCSE Maths and English, Grade C or above, or equivalent		X
Learning Support Level 2 qualification or higher education qualifications		X
First Aid Qualification, or willingness to undergo First Aid Training		X

Experience and Knowledge	Desirable	Essential
Knowledge of school's behaviour and management policy and procedures		X
Knowledge of school's fire and emergency procedures		X
Knowledge of Child Safeguarding procedures		X
Experience of working with children		X

Skills	Desirable	Essential
Ability to work under own initiative		X
Ability to manage some challenging behaviour from children		X
Sensitivity plus the ability to handle confidential information with discretion and in line with Data Protection requirements		X
Self-motivated		X
Team player		X
Flexible, adaptable approach to achieving job requirements		X
Willingness to attend school-based training		X

Special Requirements	Desirable	Essential
Enhanced DBS check including Child Barring List		X
Commitment to Equal Opportunities		X
The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required		X