



JOB DESCRIPTION

Job Title: Learning Mentor

Responsible to: SENDCo

Overall responsibilities:

- To be responsible for providing one-to-one or group support to pupils with Special Educational Needs.
- To oversee and carry out innovative and effective intervention programmes in line with Bedford Free School's ethos of high expectations.
- To be responsible for the effective administration of record keeping systems within school

Main Duties:

1. To assist the SEN team in creating, administrating and overseeing programmes of support with regards to pupils with Special Educational Needs
2. To provide pupil support including, preparing and delivering literacy and numeracy programmes, one-to-one or in class lesson support as determined by the Leadership & SEN Team and classroom teachers.
3. To provide pupil support to a group of pupils or on a one-to-one basis for an appropriate number of hours a week – (decided on an individual basis for each pupil).
4. To lead and/or attend regular meetings to provide information for review and evaluation purposes – with for example families and external agencies
5. To maintain appropriate records as required by the School e.g. progress analysis, registers, progress reports etc.
6. To develop and monitor Individual Learning Plans or the equivalent in liaison with the SEN and Pastoral teams
7. To maintain and update resources available to support learning



8. To ensure classroom environments and resources are maintained to a high standard to support safe and stimulating learning.
9. To organise pupil inductions where necessary (usually for any pupils with special educational needs) in liaison with the SEN or Pastoral team
10. To participate proactively in marketing and promotional activities e.g. Open Evenings/Days.
11. To provide personal care to pupils as required.
12. To be responsible for promoting and safeguarding the welfare of children and young people in line with the area and school policies and procedures.
13. To analyse data proactively to identify proposed development actions for individual pupils to maximise achievement.
14. To support the SEN or Pastoral team in ensuring the smooth running of the external and internal examinations
15. To develop our pupils into becoming responsible, mature and aspirational young adults.
16. To supervise after school homework club in a rota with other colleagues.

Safeguarding

17. To be responsible for promoting and safeguarding the welfare of pupils and for raising any concerns in line with School procedures.

Equality and Diversity

18. To be responsible for promoting equality and diversity in line with School policies and procedures.

Health and Safety

19. To be responsible for following health and safety requirements in line with school policies and procedures.

Training and development

20. To participate proactively in training and development including qualification development required in the job role.



GDPR – Data Protection

21. To be responsible for following GDPR requirements in line with School policies and procedures.

Other responsibilities

22. To undertake as required other duties and responsibilities relevant to the job as directed by the Assistant Principal.



Person Specification

Job title: Learning Mentor

	Essential	Desirable
Qualifications /Training	<ul style="list-style-type: none"> • English and Maths or similar at GCSE grade A-C or equivalent • A Levels or equivalent • First Degree – (can be currently studying this) 	<ul style="list-style-type: none"> • First Aid Certificate • Safeguarding training • Prevent training • Equality and diversity training
Knowledge/ Experience	<ul style="list-style-type: none"> • Evidence of high performance in previous roles/jobs • Experience of working effectively with people from diverse backgrounds • Experience of working constructively to achieve team objectives and deadlines • Confident IT user 	<ul style="list-style-type: none"> • Experience of working with younger individuals • Experience/training related to working with pupils who have Autistic Spectrum, ADHD/ADD or other SEN conditions • A knowledge of how to access Social Care support systems • Experience of data input/monitoring and analysis • Experience of SIMs systems • A familiarity with the Government document, 'Keeping Children Safe in Education.'
Skills/Abilities	<ul style="list-style-type: none"> • Confidence to lead/manage groups of pupils • Confidence to deal with challenging behaviours and motivate and encourage pupils 	<ul style="list-style-type: none"> • Ability to analyse and present data



	<ul style="list-style-type: none"> • Ability consistently to demonstrate high levels of job performance • Ability to communicate effectively and confidently face to face, on the telephone and in writing • Good organisational and time management skills • Good administrative skills, with the ability to maintain accurate, up-to-date records • Ability to work on own initiative and as part of a team • Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution • Ability consistently to support a high-quality learning experience for all pupils and create a welcoming and supportive environment for pupils • Ability to promote the School's reputation and carry out the School's business appropriately and professionally at all times. 	
<p>Special Requirements</p>	<ul style="list-style-type: none"> • Responsibility for promoting and safeguarding the welfare of children and young persons in the area and College • Ability to form maintain appropriate relationships and personal boundaries with children and young people 	



	<ul style="list-style-type: none">• A willingness to undertake relevant and appropriate staff development• Flexible approach to work and working times• Awareness of health and safety requirements relevant to the job.	
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