



Highclare School

JOB DESCRIPTION

Learning Mentor (one-to-one support)

Line Manager: Learning Support Co-ordinator (Senior School)

School Aims:

- *To provide high quality teaching and to encourage independent learning and individual excellence within a secure and happy environment.*
- *To motivate each learner to achieve his / her full all round potential.*
- *To develop the value of self-respect and self-discipline, alongside tolerance and respect for others and the environment*

Specific Role:

The role of this post is to provide one-to-one support for an individual pupil in lessons, across the curriculum, following their Individual Support Plan / Education and Health Care Plan. Additionally, to provide support to other pupils on the Learning Support Register within the allocated pupil's classes.

General:

1. To liaise with the Learning Support Coordinator (Senior School)
2. To support identified pupils within the class
3. To withdraw identified pupils and work on 1:1 basis or in small groups.
4. To follow pupils' ISP/EHCPs and their targets closely
5. To contribute to the EHCP Annual Review process
6. To liaise with the Learning Support Coordinator ahead of the school reporting process
7. To adapt learning resources for pupils / teachers
8. To cover lessons for absent colleagues, if required.
9. To invigilate internal / external examinations, if required
10. To act as a reader, prompter or scribe for pupils with examination access arrangements
11. To be familiar with the Learning Support Register and the needs of pupils with learning difficulties.
12. To read and follow the Learning Support Policy and other relevant policies in the school.
13. To attend professional learning and development (PLD) training as required / necessary, including whole school PLD days
14. To keep and maintain records of pupils and their progress
15. To liaise with teaching staff as required regarding pupils and their learning
16. To support the Teacher's class discipline and classroom ethos.
17. To be aware of and comply with policies and procedures relating to safeguarding child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
18. Contribute to the overall ethos and aims of the school

The Learning Mentor, should:

1. Possess appropriate qualifications
2. Be ICT literate (knowledge of SIMS would be an advantage but is not essential)
3. Be a good team member
4. Be able to communicate with teachers and pupils at all levels
5. Have a good sense of humour!
6. Read the Staff Handbook and follow general directions
7. Attend meetings, e.g. staff meetings, open days, etc. as directed by the Head or Head of Department.
8. Attend courses and INSETS as directed
9. Participate in Staff Review procedure.

This list is intended to be as comprehensive as possible, but is not exhaustive and is subject to regular reviews to meet the changing needs of the school.