



# Highclare School

## JOB DESCRIPTION

### Learning Mentor (one-to-one support) Line Manager: Assistant Head (Preparatory 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, with complex needs following their Education and Health Care Plan. At times, to provide support to other pupils on the Learning Support Register within the allocated pupil's classes as necessary.

#### General:

1. To liaise with the ALNCo (Prep School)
2. To support identified pupils within the class
3. To withdraw identified pupil/s and work on 1:1 basis or in small groups.
4. To support academic progress of identified pupils/s
5. To follow pupils' ISP/EHCPs and their targets closely
6. To contribute to the EHCP Annual Review process
7. To liaise with the ALNCo ahead of the school reporting process
8. To adapt learning resources for pupils / teachers
9. To cover lessons for absent colleagues, 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

This list is intended to be as comprehensive as possible but is not exhaustive.

*Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service.*



# Highclare School

## **PERSON SPECIFICATION** **Learning Mentor (one-to-one support)**

### **The Learning Mentor, should:**

1. Possess Level 4 Certificate for Teaching Assistants, or higher.
2. Have proficiency in HLTA professional standards.
3. Have experience of supporting complex SEND needs.
4. Have experience of supporting pupils within a primary school environment
5. Have sound knowledge of how social, emotional and mental health conditions impact academic performance including students with complex needs
6. Be emotionally resilient
7. Have an awareness of possible stigma and discrimination around people with mental health conditions and special educational needs and disabilities (SEND)
8. Possess excellent communication skills and be able to communicate with teachers and pupils at all levels
9. Be a good team member and have a flexible attitude to work
10. Have the ability to recognise their own limitations
11. Establish and maintain boundaries within a professional role
12. Have confidence in working independently with learners
13. Be ICT literate (knowledge of SIMS would be an advantage but is not essential)
14. Have a good sense of humour!
15. Read the Staff Handbook and follow general directions
16. Attend meetings, e.g. staff meetings, open days, etc. as directed by the Head or Head of Department.
17. Attend courses and INSETS as directed
18. Participate in Staff Review procedure.