



The Greetland Academy

Job Description

Learning Mentor

Pay range	Scale 4 Point 7-11
Hours of work:	17.5 hours per week, 8.30 – 12.00 a.m. term-time only
Responsible to	Principal, Vice Principal, Senior Learning Mentor

Objective of the post:

To work alongside teachers and other staff (particularly in Key Stage 1), addressing the needs of children who require assistance in overcoming barriers to learning in order to achieve their full potential.
To strive to maintain standards of achievement, attendance and behaviour throughout the school.
To liaise with outside agencies, parents and other professionals as appropriate.

Main Responsibilities/Range of Duties

- Work with school staff to identify pupils who would benefit from mentoring; contributing to assessment and the identification of priorities and targets
- Help pupils who are underperforming in their subjects on a one-to-one basis outside the classroom and looking at why they are underperforming and what can be done to help their situation;
- Implement strategies and support pupils in self-esteem and confidence-building activities;
- Listen to, encourage and motivate pupils to resolve a range of issues that are creating barriers to learning;
- Draw up agreed action plans with pupils, outlining the aims of the mentoring;
- Work with the Senior Learning Mentor, Principal and EWO to monitor attendance and punctuality of pupils implementing school based strategies;
- Meet with parents at school or their home to discuss issues and problems, securing positive family support and involvement. Employee to drive own vehicle for these visits and to arrange their own business use car insurance.
- Signpost parents to relevant agencies to advise on behaviour strategies and parenting skills;
- Contribute to reports and formal meetings as required regarding pupils
- Organise and run extracurricular activities, during lunch times or as out-of-school activities;
- Help with transition arrangements for pupils moving to Key Stage 2.
- Maintain a comprehensive record system and follow processes in lines with child protection and data protection regulations

The elements contained within this job description are subject to amendment, after consultation, as the needs of the school change.