

**Priory School**  
**Job Description: Learning Mentor**

**Responsible to:** Deputy Headteacher

**Main purpose of the job:**

To provide support and guidance to children by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.  
To provide a complementary service that enhances existing provision in order to support learning, participation and encourage social inclusion by developing and maintaining effective and supportive mentoring relationships with children.

**Main job functions. The post holder will effectively:**

Promote, safeguard and be ultimately responsible and accountable for the welfare of all students in accordance with DfE guidelines and ensure that all staff are committed to, and comply with the same.

**Responsibilities:**

- To facilitate children's learning and development through mentoring by identifying learning and development needs, planning for how these needs will be addressed through mentoring and reviewing the effectiveness of mentoring.
- To contribute to the identification of barriers to learning for individual children and provide them with a range of strategies for overcoming these barriers.
- In agreement with the Deputy Headteacher of the relevant area of the school, to develop and implement a time bound action plan with groups and individuals based on a comprehensive assessment of their needs and to maintain accurate records taking into account the school's Data Protection policy.
- To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement.
- To develop and maintain appropriate contact with the families and carers of children who have identified needs and to keep them informed about the pupil's needs and progress, and to secure positive family support for the pupil.
- To facilitate access to specialist support services for children with barriers to learning.
- To operate within legal, ethical and professional boundaries when working with children ensuring awareness and compliance with Keeping Children Safe in Education March 2015.
- To meet regularly with the Deputy Headteacher to report on progress of identified pupils and raise any concerns.
- To work closely with the class teachers to ensure that everyone is aware of the Learning Mentor strategies and that they are implemented and reviewed.
- To advise parents on behaviour strategies and parenting skills.
- To organise and run lunchtime or after school activities to support vulnerable children.
- To take a key role in supporting children with barriers to learning with transition to secondary and other schools as appropriate.
- Attend and participate in regular meetings including annual reviews.
- Participate in training and other learning activities as required.
- Supervise students on visits, trips and out of school activities as required.

• **Other Professional Requirements:**

- Promote collaborative working amongst all school staff.
- Actively promote the inclusion of all children into whole school activities.
- Develop positive, professional partnerships with parents and carers and support them to develop their child's learning outside of school.
- Liaise collaboratively with external professionals as part of a multi-disciplinary team and utilise their input to effectively promote pupil's progress- informally and at meetings.
- Actively seek opportunities for professional development, particularly with respect to children's learning.

**General duties**

- Be aware of and respecting all children's religious beliefs and cultures.
- Supervise children with vigilance at break times as part of a rota system.
- Deliver after school learning activities within guidelines established by the School.
- Administer basic First Aid and be willing and able to assist children when they are ill and be willing to clear up if a child has any sort of accident e.g. sickness or toileting around the School.
- Maintain Health and Safety standards and a high level of hygiene.
- Maintain confidentiality and professional conduct at all times.
- Support, promote and comply with decisions and policies agreed by the SLT and the governing body.
- Make a positive contribution to the formulation of the School Improvement Plan and policies in all areas of school life.
- Actively organise and participate in activities connected with the School.
- To have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.
- Develop effective working relationships with professional colleagues, and maintain appropriate professional boundaries in relationships with children and staff.
- Develop own professional knowledge, skills and understanding through active participation at meetings and training.
- Carry other duties, appropriate to the post, as may be required from time to time.

**Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

**Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

**Safeguarding Children**

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all

members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People' (January 2009). You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

### **Freedom of Information**

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

### **No Smoking / Intoxicants Policy**

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.