**Learning Mentor (Maternity Leave)**

**Job Description**

**Job Title:** Learning Mentor (Maternity Leave)

**Responsible to:** Vice Principal

**Salary Scale:** Point 19-25 (£24,799-£28,785) on the NJC New Scales (Term time pro rata)

**Hours of Duty:** 8.30am to 4.30pm Monday to Friday

 45 minute Lunch Break

Flexible working arrangements available as per school policy

The duties of this post are related to the school calendar. This means that the post-holder will be expected to take his/her holidays according to the school calendar and change the focus of his/her work over the period of the school year while providing support for pupils across the year groups from 8 to 14.

**Personnel Specification**

**Essential:**

* Good academic qualifications to at least degree level, with a minimum of a 2:2 classification;
* Previous experience of working in a formal setting with young people;
* Ability to manage a heavy workload, setting priorities when required;
* Highly competent in the use of ICT.

**Desirable:**

* Previous experience of working in a formal setting with pupils with a Special Educational Need such as Autistic Spectrum Disorder or Attention Deficit Hyperactivity Disorder;
* Ability to provide one to one support for individual students in either Maths or English to GCSE level.

**Purpose of the Job**To provide mentoring support to selected individual pupils to help them to overcome any barriers that are preventing successful learning, exemplary behaviour or social integration. This will include:

* Pupils on the school’s Special Educational Needs register, particularly those who have been diagnosed with Autistic Spectrum Disorder or Attention Deficit Hyperactivity Disorder;
* Pupils who are at risk of disengaging from learning or who are under-achieving academically;
* Pupils whose behaviour is a cause for concern.

**Main Duties**

* Develop and maintain a supportive mentoring relationship with each assigned pupil including those pupils who have been identified with special educational needs, in particular ASD and ADHD;
* Assist the Head of Learning Support in the assessment of individual pupils with special educational needs;
* Provide individualised support to each pupil in regular one to one sessions to help him overcome any barriers that are preventing successful learning, exemplary behaviour or social integration;
* Analyse and interpret data to identify any underlying trends in a pupil’s pattern of behaviour which are creating barrier to effective learning;
* Set realistic and measurable targets for academic and/or behavioural improvement, motivating, encouraging and guiding each pupil to achieve them;
* Support pupils who have been referred for mentoring in the development of effective homework and study practices, time management and exam revision skills as they progress through the school;
* Provide one to one support in either Mathematics or English to allocated pupils;
* Keep a detailed record of each mentoring session, providing regular progress reports to the relevant line manager as well as Heads of School and Heads of Year where required;
* Establishing a link with the parents/carers of the assigned pupils, encouraging their active participation in supporting their child and regularly informing them of progress;
* Working with appropriate staff to ensure that these pupils receive their full entitlement during the administration of public examinations;
* Assist the Head of Learning Support and Vice Principal to devise and deliver training programmes for staff.

This is not an exhaustive list of the duties to be carried out by the post-holder but it does outline the main areas of the post and the tasks involved. The post-holder will be expected to carry out any other duties reasonably required by the Head of Learning Support, Heads of School, Vice Principal or Principal.