

Wiltshire Council

School Support Staff

Job Profile

Reference:	SCH125	Grade H
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Job Title:	Learning Mentor (Special school)
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Main Job Purpose:	Planning, preparing and delivering learning activities in and out of school environment for pupils within the school. Monitoring, assessing, recording and reporting on pupils' achievement, progress and development. Pupils can display challenging and oppositional behaviour.
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Main Duties	
1.	Responsible for supervision and management of pupils in and out of school environment, using detailed knowledge and specialist skills to support pupils' engagement and learning. Within an agreed system of supervision, support the planning of challenging teaching and learning objectives to evaluate and adjust sessions as appropriate.
2.	Organise and manage appropriate learning environment and resources. Manage record keeping systems and processes specific to this type of work, to include evidence of progress with reference to a pupils ECHP outcomes.
3.	Establish productive working relationships with pupils, acting as a role model and setting high expectations. Encourage pupils to interact positively and work co-operatively. Provide feedback to pupils in relation to progress and achievement.
4.	Promote independence and employ strategies to recognise and reward achievement of self-reliance. Challenge and motivate pupils, promote and reinforce self-esteem.
5.	Take a lead role in delivering the provision of 1:1 support for pupils with special educational needs who require individualised learning. Manage and deliver support to such pupils.
6.	Collaborate with a multi-disciplinary team, assist parents in their child's learning, and participate in meetings with parents to provide updates on student progress and achievements. Engage in discussions with other relevant agencies as needed.

7.	Assist a designated SLT Lead to produce lesson materials, tasks, worksheets and learning strategies and other appropriate resources. Learning may be away from the main school site, which could include participating in outdoor activities in a range of different contexts and environments.
Main Duties	
8.	Assist the Lead SLT member in development and implementation of Individual Education/Behaviour/Support Mentoring Plans. Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
9.	Provide administrative support if required e.g. dealing with correspondence, compilation, analysis, reporting on attendance, making phone calls, supporting links with outside agencies appropriate to individual pupils. Regular liaison with Assistant Head Teacher as direct line manager.
10.	Participating in training and other learning activities as required.
11.	Comply with policies and procedures relating to Child Protection, Health and Safety and security, personal safety, confidentiality and data protection, reporting concerns to an appropriate person. Contribute to overall ethos/work/aims of the school.

Supervision and Management	
The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits.	

Creativity and Innovation (i.e. Problem Solving)	
The jobholder will need creative skills to deal with problems e.g. managing time in such a way as to encompass the demands of the specialised curriculum within the time schedule allocated for a particular pupil at a particular time, using different methods to engage with different pupils.	

Key Contacts and Relationships	
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Leadership Team Other teachers/tutors and pastoral leads	Updating/keeping informed, working practices and daily schedule
Pupil/Parents/Carers	Education/Point of contact for pupil/family and key professional
Other establishments i.e. colleges, gyms, external providers	Creating and maintaining links with a range of organisations
Other educationalists and external agency professionals as required.	Organise creative activities For advice - as required

Decision Making
The jobholder can make some decisions chosen from a range of alternatives e.g. removing a child from a situation found to be unsafe, changing a timetabled issue if pupil is not motivated to do what is requested.

Resources
The jobholder is responsible for small amounts of money for school trips.

Working Environment
The jobholder's work is subject to interruption and deadlines.
The jobholder may be required to use physical intervention – full training will be provided and regularly updated.
The jobholder works in a special school and within other external provisions
The jobholder is exposed to pupils exhibiting challenging behaviours and can therefore be at risk from physical or verbal abuse.

Knowledge and Skills
The jobholder requires a full working knowledge of relevant policies/codes of practice/legislation along with experience of working with pupils with additional needs and working in an education/social care setting.