

JOB DESCRIPTION

Job Title	LEARNING MENTOR
Grade	2020 Scale 3
Reports to	N/A
Responsible for	Headteacher
Liaison with	Other staff, pupils, parents and external agencies, as required
Job Purpose	<ul style="list-style-type: none"> • To provide direct support for pupils with emotional and/or behavioural difficulties. • To work with and help facilitate those pupils' successful inclusion in school life.
Duties	<ul style="list-style-type: none"> • To encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting by using positive behaviour management techniques designed to develop the pupils' ability to behave appropriately. • To make a practical contribution to the implementation of an agreed school plan, designed to support a pupil's Individual Education Plan and/or the development of positive behaviour management systems in the school that are designed to promote and reinforce appropriate behaviour. • To model, within class, support strategies designed to encourage and develop appropriate behaviour in a variety of settings, i.e, with individuals and group/whole class settings. • To model, group based activities designed to develop pupils' problem-solving, listening and social skills. This may involve modelling techniques such as "Circle Time and Parachute Games". • To produce a variety of resources for the pupil/school/class designed to support an individual's Behaviour Programme and/or support whole school positive behaviour systems. • To participate in the evaluation and review of the agreed support in conjunction with other Behaviour Support Staff and/or School staff. • To attend relevant meetings. • To supervise pupils receiving detention at lunchtime. • To consult with parents regarding pupil support matters and responding to incidents of challenging behaviour. • To be aware of and working within the School's policies relating to Child Protection and physical contact with pupils. • To take personal responsibility to make a decision when appropriate to inform parents by letter of incidents that may have occurred. <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**BEHAVIOUR SUPPORT: BEHAVIOUR SUPPORT WORKER
PERSON SPECIFICATION**

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	NVQ Level 2 or equivalent in Learning Support Professional training in Behaviour Management Experience of working with children in a professional setting
	Knowledge of relevant policies and procedures	Being aware of and working with the School's policies in relation to inclusion, Child Protection and physical contact with pupils.
	Literacy	NVQ 2 or equivalent in English
	Numeracy	NVQ 2 or equivalent in Maths.
	Technology	Good working knowledge of ICT to support learning.
Communication	Written	Ability to write reports, letters etc.
	Verbal	Ability to use clear language to communicate information unambiguously. Ability to listen effectively.
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children.
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy, as required.
	SEN	Encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting.
	Curriculum	Good understanding of the school curriculum. Knowledge of specialist curriculum area(s), if appropriate.
	Child Development	Good understanding of child development. Ability to assess progress and performance and recommend appropriate strategies to support development relevant to the role
	Health & Well being	Understand and support the importance of physical and emotional wellbeing.
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children,

		<p>their families and carers. Ability to work with parents and carers to improve support for children.</p>
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults.
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share and safeguard information.
Responsibilities	Organisational skills	Good organisational skills. Ability to remain calm under pressure.
	Line Management	N/A
	Time Management	Ability to manage own time effectively.
	Creativity	Demonstrate creativity and an ability to resolve problems independently.
General	Equalities	Awareness of and promotion of equality.
	Health & Safety	Good understanding of Health & Safety.
	Child Protection	Good understanding and effective implementation of child protection procedures.
	Confidentiality/Data Protection	Understand and comply procedures and legislation relating to confidentiality.
	CPD	Demonstrate a clear commitment to develop and learn in the role.