

Job Description & Person Specification

Job Title:	Learning Mentor
Service / Provision:	Churchward School
Job Family:	Support Staff
Line Manager:	Teacher
Salary Band:	B Grade 1 – 5
Annex	Please ensure you refer to Annex 1 with this Job Description

Under the direction of the Teacher, to provide support and assistance in the development and education of children and young people (CYP) in our Education Provision (EP), by undertaking tasks to support all teaching and learning.

Key accountabilities, duties and responsibilities

Support for CYP

- Support CYP participation in learning activities and modify methods if appropriate
- Provide written and verbal feedback on CYP responses to learning activities
- Supervise and provide specific support for CYP, ensuring their safety and access to all learning activities
- Establish constructive relationships with CYP and interact with them appropriately
- Promote the inclusion and acceptance of all CYP ensuring motivation and engagement
- Encourage CYP to interact with others and engage in activities led by the Teacher
- Set challenging but reasonable expectations aimed at promoting self-esteem and independence
- Assist in the provision of feedback to CYP in relation to progress and achievement
- Assist with the development and implementation of Individual Plans (IPs)
- Encourage all CYP to show respect for each other, employees and visitors
- Support CYP in recognising, developing and celebrating their skills, talents and achievements
- Promote acceptable conduct by encouraging them to take responsibility for their own behaviour
- Assist with the supervision of CYP out of lesson times, including before and after their Provision day and at lunch/break time
- Deal promptly with conflict and incidents in accordance with policies and procedures

Support for Teachers

- Liaise with Teachers to ensure interventions are in place enabling CYPs to maximise their achievement and progress
- Assist Teachers with evaluation of CYP progress
- Assist the Teachers in implementing the advice provided by specialists
- Support the administrative work required for Special Educational Needs & Development (SEND) management
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assist with the display of CYP work through the use of ICT and non-ICT means
- Provide feedback to Teachers on CYP achievement, progress & areas of difficulty
- Monitor CYP responses to learning activities and accurately record achievement/progress as requested
- Establish constructive relationships with parents/carers
- Assist with the planning of learning activities where appropriate

General responsibilities

- Assist in the development of excellent working relationships throughout the EP
- Foster good relationships with external organisations that provide goods and services
- Take responsibility for Health and Safety (H&S) of yourself and of others
- Commit to maintain personal and professional development to meet the changing demands of the role, participate in appropriate training activities and encourage and support staff in their development and training
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> • Proficient knowledge in literacy and numeracy • Be willing to undertake and implement training in the use of software and equipment • Be willing to undertake and implement training including PECS, TEACCH and Team Teach training 	<ul style="list-style-type: none"> • Accredited qualifications • Experience in using PECS, TEACCH and/or other approaches which support the SPELL framework
Knowledge & Experience	<ul style="list-style-type: none"> • Model professional communication with children/young people (CYP) and other adults • Ability to provide feedback on student participation and achievement • Be committed to supporting an individualised and flexible curriculum which promotes independence, flexibility of thought and sensory integration 	<ul style="list-style-type: none"> • Experience of working with CYP with Autistic Spectrum Disorder, including those who display challenging behaviour
Skills & Abilities	<ul style="list-style-type: none"> • Model professional communication with children/young people (CYP) and other adults • Be able to work as part of a team • Be prepared to follow the school behaviour policy and practice • Able to ensure CYP participation in relevant school visits • Be highly motivated • Be able to follow instruction and work independently 	<ul style="list-style-type: none"> • Be able to use initiative and be willing to suggest initiatives to others • Remain calm when dealing with challenging behaviour • Good ICT skills