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**Job Description: Learning Mentor**

**Reports to: Assistant Headteacher - Behaviour and Attitudes**

**Hours:** 40 Hours Typically 8:00am – 4:30pm with 1/2 hour lunch Mon- Friday

**Review and Amendment:** *This job description will be reviewed annually and may be subject   
to modification and amendment following consultation between the Head teacher, Assistant Head teacher(s) and the position holder.*

**Job Purpose**

We recognise the value and worth of those in our charge and seek to uphold standards of the highest quality; which reinforce the dignity and respect of the individual in an atmosphere, which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination.  
As Learning Mentor, you are expected to take responsibility for ensuring that the children and young people receive a level of day care, which displays a commitment to the philosophy of Bramfield House School.

The aim of the role is to support and promote a positive, caring environment, which focuses upon and addresses the needs of each individual child or young person giving them all the tools to succeed   
in a learning environment.

The role exists to guide all staff in the support approaches most successful for the inclusion of young people in the classroom to ensure that continuous learning is achieved during learning phases in the school, implementing the child focussed emotion and behaviour policy.

To provide direct support to young people in crisis and who require additional care throughout the school day and to oversee and contribute to the wider planning around the holistic development   
of young people in the long term.

To work alongside the SLT to implement strategies, processes and approaches that are in fitting with the schools approach.

**Expectations**

In fulfilling your role, you will be expected to:

• Ensure that all policies, procedures and practices reflect the school’s commitment to the importance and value of the individual. It is therefore your task to challenge and change any policies, procedures or practice which is discriminatory or prejudicial and which does not reflect or promote the ethos   
of the school and ensure that they successfully reflect good practice and expectations of Bramfield House School, Ofsted and legal guidance.

* Ensure that all children and young people are treated with dignity and respect, in an environment, which reflects the importance of, and their right to be treated as valuable worthwhile individuals

• Take every step necessary to ensure that our children and young people are protected from neglect, abuse and exploitation

• Where deemed necessary by the Head teacher - To support class teachers by assisting in classroom management and by providing basic supervision and day care skills in relation to pupils

• To assist in developing and implementing individual educational and behavioural programmes

• As Learning Mentor you are expected to maintain strict confidentiality in all areas of your work

**Designated Areas of Responsibility**

As Learning Mentor, you will be expected to assist the Senior Leadership Team in ensuring that:

* Adequate levels of staffing are available at all times and targeted in the right place to ensure a safe working environment- This entails covering teacher absence when necessary
* You are accessible to the class that you will work with and the team within the class
* Oversee the paperwork of the pupils in the class that you are responsible for this entails working files, RPI’S and EHCP’s and all other paperwork relating to the designated class / area
* Attend EHCP Reviews and other meetings for the pupils in the class
* Set up and maintain a system of structured supervision of staff, which is both evaluative and developmental, and one, which promotes good practice
* To apply Performance Management systems in the school, which would enable staff members to receive an annual appraisal
* Write, oversee and manage the rota’s for break times and lunch times (factoring in breaks)
* Oversee and administer rewards and the points system for your class and work alongside additional Learning Mentors to have oversight
* Track behaviour trends each day, lead the end of the day briefing and report trends to SLT
* Maintain the records on sleuth for key individuals
* Deliver inset on boys needs and the outcomes of tracking data and reports you have produced
* Support young people on an individual basis and link in with intervention staff on areas   
  of additional support when required. To motivate and enable staff members to meet their full potential as effective practitioners
* To operate the schools Internal Quality Assurance, Monitoring and Self Evaluation procedures
* Monitor and present data of the area that you are responsible for
* Target set and uphold the behaviour systems in place within the school
* Lead on individual ITACS surrounding key individuals
* Contribute to the development and continuous review of policies, which govern the operation   
  of the school. Whilst enabling the staff team to remain actively involved in policy development
* Attend and take an active role in meetings
* To take responsibility for the daily running and management of the school logging systems for the key people that you work with.
* Promote and maintain effective channels of communication within the school, organise and Chair end of day meetings
* Take responsibility for the monitoring of R.P.I. statistics for key individuals in the class and put   
  in place risk reduction plans
* Contribute to the annual review process by providing appropriate reports in line with School policy and procedure.
* To attend LAC meetings where appropriate and provide appropriate reports in line with School policy and procedure.
* Monitor and oversee interventions regarding behaviour and monitor the need for them, closely linking with the intervention staff
* Train and complete working related to safeguarding, behaviour and social interventions to educate and support on and individual basis

Outside Links:

As Learning Mentor, you will be expected to develop and maintain links with the community outside of the school whilst also ensuring you form professional links with other agencies or professional bodies. As Learning Mentor, you must promote ‘Partnership’ with parents / families or carers.   
To escort children from and to home. To liaise closely with parents, encouraging a partnership in the personal, educational and social and emotional development of the child.

Accountability:

As a Learning Mentor, you are accountable to the SLT, and therefore it is your duty to inform them   
of all matters relating to the day to running within the school.

Personal Responsibility:

As a Learning Mentor, you must take a personal responsibility for ensuring you cater for your own training needs, and that you remain aware of all current issues in your field of work.

Due to the nature of your work, circumstances may arise which are unpredictable and you may   
be required to carry out duties that are not outlined in this Job Description but are requested by the Head Teacher. On such occasions, we will strive to give you adequate notice and guidance of these duties.