



St Paul's CofE Junior School Job Description – Learning Mentor

School:	St Paul's Church of England Junior School
Responsible to:	Inclusion Manager
Grade:	Grade 4, Point 18-21 £18070 - £20138 with Local Government Pay Scales

Objectives

- To facilitate learning by supporting the needs of individual pupils and small groups.

Responsibilities

- Supporting learning for individual pupils and groups under the guidance of the classroom teacher/Inclusion Manager. Assist with the implementation of lesson plans
- Work in close partnership with class teachers
- Assist with Individual Educational Plans, including the writing of child-friendly IEPs, and their reviews.
- Deliver a variety of intervention programmes including precision teaching and reading programmes.
- Undertake the activities and strategies agreed for individual pupils and small groups
- Assist, in liaison with other professionals, respecting confidentiality and contribute to the observations, record keeping and assessment of pupils
- Work in partnership with parents, sharing information for the benefit of the children
- Provide support during examinations, including acting as an amanuensis and reader
- Assist with classroom administrative tasks e.g. photocopying, filing, general examination administration tasks
- Attend support staff meetings, team liaison sessions, INSET Training (where appropriate) and help with special occasions in the school's annual calendar
- In the event of an emergency, supervise the class in the absence of a teacher
- Escort pupils on school educational trips
- Administer First Aid if required
- Undertake break-time playground supervision for named children if required
- Any other duties that reasonably fall within the scope of the post which may be allocated after consultation with the post-holder



St Paul's CofE Junior School Person Specification – Learning Mentor

Attributes	Essential	Desirable
Experience		Some experience of working with children with SEN would be desirable
Skills / abilities	Ability to work within a team	Positive behaviour management strategies
	Good initiative and the ability to work independently	
	Excellent communication and interpersonal skills	
	The ability to motivate and bring out the best in every child	
	Confidentiality at all times.	
Education and Training	Good standard of general education including Maths and English	
Personal Qualities	Positive and enthusiastic	
	Caring and flexible approach to work	
	A good listener and sensitive to pupils needs	
	Good sense of humour	

Essential ~ without which a candidate would be rejected.

Desirable ~ useful for choosing between two strong candidates

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability to meet the requirements of the post.