

# RIDGEWAY ACADEMY - JOB DESCRIPTION

## LEARNING MENTOR



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| <b>Job Title:</b>      | Learning Mentor (Fixed Term contract until 20 July 2022) |
| <b>Grade:</b>          | H3   |
| <b>Hours:</b>          | 37 hours per week, term time + Inset Days as required    |
| <b>Responsible to:</b> | Business Manager via Behaviour Manager                   |

### **Main purpose of job:**

- Work with students to establish positive learning behaviours that will support positive outcomes and progression routes
- Work with teachers, middle leaders and senior leaders to lead and implement support programmes that will help students to bridge gaps in learning and support positive outcomes.

### **Main areas of responsibility**

- Establish positive and productive working relationships with students, acting as a role model
- Develop productive learning opportunities for students that removes barriers to learning, with a focus on Literacy and Numeracy
- Develop and implement behaviour reports and support plans
- Deliver pastoral support for students that encourage good attendance and engagement in lessons
- Supervise students removed from lessons and establish processes to support their successful return to lessons
- Provide information and advice on future pathways, supporting students to access these
- Challenge and motivate students to reinforce and improve self-esteem
- Support the behaviour manager and behaviour officers in the good management of the reflective learning centre
- Liaise with the SENDCO and teaching assistants to provide appropriate learning support for students
- Work with teaching staff to develop effective, personalised strategies to support students in lessons
- Provide online and telephone support for students learning from home and accessing google classroom resources

### **Person specification**

- Good standard of general education including good numeracy and literacy skills
- Flexible and adaptable, good interpersonal skills
- Ability to relate to young people
- Ability to work independently and as part of a team

### **Additional information**

This is a key role within the school which is likely to involve access to highly confidential information and will require working with students across the school as required.

All staff are expected to comply with the school's safeguarding policy.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main

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expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

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|-----------------------------|-------------------------|
| Signed<br>(member of staff) | Signed<br>(Headteacher) |
| Date                        | Date                    |