



Middleton Technology School JOB DESCRIPTION

Post:	Learning Mentor
Reporting to:	Learning and Progress Coordinator
Salary Scale:	Band 7 pts 18-22
Academy Type:	The Academy is a publicly funded independent secondary Academy for pupils aged 11 – 16

JOB PURPOSE

To support the Learning and Progress Coordinator to ensure that matters relating to individual pupil attendance, learning and behaviour management, safeguarding/child protection and pupil well-being are addressed professionally, collaboratively and with regard to Academy policies.

KEY RESPONSIBILITIES

- To be a point of contact for students
- To monitor and report on the attendance of pupils to the LPC and Senior Assistant Headteacher.
- To ensure that all pupils conform to the Academy code of conduct in dress, behaviour and work.
- To investigate matters of indiscipline and unacceptable behaviour, bullying and other misdemeanours, making recommendations for sanctions and implementing restorative practice where required.
- To support the inclusion team by taking the lead on Early Help Assessments to support students below threshold for EHASH referral.
- To work within the Academy's behaviour management system to support pupils in modifying their behaviour in order to access learning.
- To liaise with parents/guardians/carers and keep them informed of incidents and likely outcomes.
- To support the Learning and Progress coordinator with after- school corrections and restorative conversations.
- To liaise with external contacts as appropriate including Educational Psychologists, police, social workers and other professionals, attending meetings as required.
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- To assist in the facilitation of multi-agency support and the development of resources to meet the identified individual needs of pupils, attending meetings as required.
- To maintain effective records of support work undertaken as directed, ensuring the confidentiality of these records in accordance with data and child protection legislation.



- To keep accurate records of incidents.
- To work with external agencies and internal Academy support to assist pupils in developing a positive approach to learning behaviour.
- To support with transition including liaising with feeder primary schools.
- To organise and contribute to the overall running of Year activities including student council, peer mentoring programmes, enrichment activities and IAG for Key Stage 4 students.
- To promote the general progress and well-being of individual pupils
- To support with intervention for a cohort of students, including small group work in class.
- To supervise year groups during lunchtime
- Attend trips and visits as required.
- To contribute to the Academy enrichment and extension programmes

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.