



Post:	LEARNING MENTOR (MATERNITY COVER)
Reporting to:	Director of Finance & Corporate Services, Assistant Principal for AEN, and Support Services Manager
Hours:	Full Time, 36 hours per week
Salary:	NJC 23–26, £34,434 – £37,280 per annum
Duration:	16th February 2026 to 31st January 2027 with possible extension

FUNCTIONAL LINKS WITH:

- Range of other Statutory/Community/Voluntary Organisations
- Parents
- School Youth Worker
- Assistant Principal for AEN
- Assistant Assistant Principal for AEN
- Specialist Teachers
- Teaching Staff
- School Counsellor
- Classroom Assistants

MAIN PURPOSE OF THE JOB:

1. To provide a complementary service to existing teachers and pastoral staff in the school, addressing the needs of the children who need help to overcome barriers to learning both inside and outside in order to achieve their full potential.
2. The Learning Mentor will work intensively with young people who have been identified as underachieving. The particular emphasis of this work is on helping these pupils to achieve their academic potential by minimising learning barriers. This will be done by delivering 'needs led' programmes of support in a diverse way. This will involve working with parents who will form a support structure and will be multi-disciplinary in nature.

MAJOR DUTIES AND RESPONSIBILITIES:

Job Areas

Work with Pupils

1. To develop a mentoring relationship with young people needing particular support where necessary aimed at achieving agreed goals.
2. To work with small groups of young people needing particular support.
3. To ensure development of 'needs led' programmes in support of young people including programmes that are curriculum related and have a direct relationship to work that is ongoing in the school.

4. To provide support to young people in a variety of ways and within a flexible working approach.
5. To have knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.
6. Appropriate targets are set to address the needs of individuals.
7. Co-ordinate and assist with operational difficulties and medical difficulties pertaining to pupil(s) disabilities or illness.
8. To provide before-school, lunchtime and after-school support

Work with Assistant Principals for AEN, Specialist Teachers and Classroom Assistants

1. In conjunction with Assistant Principal for AEN, co-ordinate the deployment of Classroom Assistants
2. Ensure arrangements for cover due to absent colleagues are in place.
3. Liaise with assistants daily to ensure the effective operation of the school's SEN policy and procedures.
4. Preparation of timetables, maintaining care assistant handbooks and rotas for break and lunchtime supervision and after school activities.
5. Support the co-ordination of SEN provision, including appropriate liaison with various teachers who will teach any given pupil with special educational needs.
6. Monitoring and evaluating pupil progress and regular feedback to Assistant Principal for AEN and other teaching staff.
7. Reviewing and updating Individual Education Plans and drawing up action points for Classroom Assistants
8. Support Assistant Principal for AEN in development of strategic departmental objectives and regularly monitor and evaluate the success of these programmes/SEN provision.

Work with Parents/Carers

1. To maintain regular contact with families/carers of young people in need of extra support, to keep them informed of the young person's needs and progress and to secure positive family support and involvement.
2. To negotiate home visits in order to establish relationships based on respect and trust with parents/carers of families.
3. To develop a parents' resource point in school to include a range of materials reflecting the different facets of support and programming aimed at supporting young people and their parents and which can be used by parents at home.

Working in Partnership

1. To liaise with relevant agencies/disciplines to promote an integrated, holistic approach to service delivery and ensure that there is a wide resource pool to support the programme.
2. To establish links with current partnership groups, eg community after schools provision.
3. To work collaboratively with current in-house support structures.
4. Liaise with examinations officer in relation to special arrangements for internal and external examinations and, if appropriate, to gather information necessary where special consideration is sought for a particular pupil.
5. Liaise with the school counsellor, Assistant Principal for AEN and Assistant SENCo in co-ordination of effective programme of support and development of tailored care packages.
6. To promote active co-operation between the home, school and community supporting vulnerable children.
7. To work alongside practitioners from other disciplines to ensure school staff are involved in the development of the initiative.
8. To network with other learning mentors and share best practice.
9. To disseminate good practice among other educational bodies.

Administration/Finance

1. To be responsible to the Assistant Principal for AEN and Bursar for administrative and financial matters relating to the work in their respective area.
2. To co-ordinate and provide additional administration support for SEN department in completion of relevant documentation and confidential and secure file keeping.
3. To produce regular reports.
4. To establish appropriate recording mechanisms in relation to work.
5. To monitor the project's development and the progress of the participants against targets on a regular basis.

To comply with all the requirements of Health and Safety and Child Protection legislation, taking appropriate action where necessary.

Applicants will be required to undertake any other duties as directed by members of the Senior Leadership Team.

Personnel Specification

Post: Learning Mentor

Please ensure that all criteria are referenced clearly in the application form, with relevant examples provided to demonstrate how each criterion has been met.

ESSENTIAL CRITERIA	
1	EDUCATION AND QUALIFICATIONS a) Educated to Degree level b) Accredited professional development courses in a related area c) Working knowledge of the Code of Practice
2	RELEVANT EXPERIENCE <i>Demonstrate using examples from your own practice</i> a) Minimum of 3 year's experience in an educational setting, academically supporting children with a range of special educational needs and disability b) An effective Classroom Assistant who has a good rapport with students of all abilities c) Excellent management skills d) Excellent group work skills
3	PERSONAL QUALITIES/ INTERPERSONAL SKILLS <i>Demonstrate using examples from your own practice</i> a) Qualities of care, empathy, initiative and flexibility b) Commitment to integrated, child-centred education c) Excellent oral, written and communication skills d) Ability to interact with colleagues, students and parents/carers e) Excellent punctuality and attendance record
4	OTHER a) Have an understanding of child protection issues b) Willingness to be fully involved in extra-curricular activities c) Appreciable competence in ICT d) Have access to a car for work

DESIRABLE CRITERIA	
1	EDUCATION AND QUALIFICATIONS a) Degree in the field of Special Educational Needs and Disability
2	RELEVANT EXPERIENCE <i>Demonstrate using examples from your own practice</i> a) Proven track record in supporting students in: ▪ Literacy programmes ▪ Intervention programmes including behaviour
3	OTHER a) Have a working knowledge of JCQ guidelines for Examination Access Arrangements b) Have experience of application and administration of a range of standardised and diagnostic assessments related to SEND
*Please note that criteria may need to be enhanced to facilitate the shortlisting process *Hazelwood Integrated College has the right to rescind this appointment before start date	

