

Learning Mentor Job Description

Objective for the Post

To support young people to achieve their potential by providing a service which complements existing provision by teachers and pastoral staff at St Joseph's College and helps students overcome barriers to learning.

Professional Values and Practice

The learning mentor should:

- Demonstrate high expectations of students
- Establish and maintain positive relationships with students by actively listening to, identifying and understanding their needs as learners
- Model the standards of behaviour expected of students and adults within the school and provide a positive role model for developing effective working relationships
- Use constructive feedback on performance to identify, agree and work towards personal development objectives, including attending relevant training

Duties and Responsibilities

1. To provide academic support and pastoral care for students. This will include:
 - a. Key Stage 3 students in timetabled compulsory study periods
 - b. Key Stage 4 students who need to be mentored
 - c. Key Stage 3 students who have been identified as needing early intervention and support
 - d. Students who may have been excluded from lessons for a period of time
2. To report students' progress to the Inclusion Manager
3. To work with subject leaders to update and maintain subject specific resources available for students in the Learning Mentors room
4. To devise, participate and lead on key pastoral
5. To provide effective one to one mentoring support for individual students. This will involve:
 - Identifying areas of concern/underperformance for individual students
 - Identifying reasons for underperformance
 - Planning actions to improve performance
 - Monitoring progress in 'closing the gap' between target and actual performance using the students' work, feedback from staff, AP data and exam results
6. To maintain records of one to one meetings with students and provide feedback to Pastoral Leaders on individuals' progress
7. To gather work for students not in college due to illness when requested by the Inclusion Manager or Pastoral Leaders
8. To assist the Inclusion Manager and Pastoral Leaders as required