



## **MANORSIDE ACADEMY JOB DESCRIPTION**

**NAME:**

**POST: Learning Mentor**

The post holder is responsible to: Vice Principal in charge of Teaching and Learning and the Curriculum

### **PURPOSE OF THE POST:**

- To provide a service to teaching and other staff that addresses the needs of children in order to achieve their full potential.
- To ensure the learning environment is appropriately organised and to provide a good range of learning resources and materials
- To provide support for the teacher by establishing good relations with all pupils giving appropriate comfort and care as directed
- To assist the pupils to reach their full potential by maintaining a safe working environment
- To provide care and support for pupils by supporting learning through planned and differentiated activities
- Direct other TAs

### **MAIN DUTIES AND RESPONSIBILITIES:**

- To provide enrichment opportunities to groups and/or classes of children.
- Select and prepare learning resources and materials and to carry out the learning activities. Provide, prepare and adapt resources to meet individual or group needs.
- To clarify with the teacher the objectives for literacy and numeracy development and the type of support you are to give.
- To agree with the teacher on when and how much support is needed by pupils. Then agree and provide support to pupils for follow up tasks.
- To clarify the expected outcomes for an activity and how success is to be achieved. Use strategies for encouraging and rewarding effort and achievement.
- Select suitable ICT resources and encouraging their use by pupils in learning activities.
- Seek assistance from the teacher where there are difficulties in supporting the learning activities and provide feedback/information to the teacher on how the activity went. Offer constructive and timely suggestions as to the support you can provide to a planned activity and give constructive suggestions about possible difficulties for some pupils.

- Monitor and record pupil response to activities and give regular oral and written feedback to the teacher taking into account the contexts within which the learning took place when commenting on performance. Listen carefully to pupils and encourage their ideas and opinions.
- Check the availability and location of safety equipment and ensure safety in the learning environment.
- Observe and report on pupil performance. Work closely with the teacher in contributing to pupil records and implementing agreed procedures for maintaining record keeping systems. To maintain accurate, legible, updated and secure records. Provide relevant information for records and reports.
- Carry out administrative duties as required by the teacher in collecting, collating information, which has to be passed on.
- To support the pupil(s) through the development of good, productive working relationships with pupils which encourage independence and responsibility for his/her own behaviour. Use effective strategies to encourage pupils to make their own decisions and accept responsibility for their actions. Encourage cooperation between pupils and develop their willingness to resolve minor conflicts themselves.
- Observing behaviour patterns in pupils and report concerns to relevant persons. Monitor behaviour attentively in order to defuse possible conflict situations by encouraging and re-enforcing positive behaviour and interaction between pupils. Seek assistance in conflict situations that are outside your role and authority to resolve.
- Support individuals and groups in complying with behaviour targets.
- Demonstrate respect for others in interactions with pupils and other adults.
- Respond to pupils appropriately, encouraging them and keeping them on task. To manage own behaviour in response to pupil actions, to provide a good model for pupils.
- Give encouragement and feedback to pupils using the language and vocabulary related to the learning objectives of the literacy and numeracy curriculum/ strategies.
- Provide comfort and immediate care for minor accidents, upsets and ailments.
- Organise, escort and supervise pupils with out of school activities.
- To log referrals for action by the Vice Principal with responsibility for Teaching and Learning and the Curriculum and to use judgement and initiative to take any immediate action necessary for instance to remove a pupil from a programme/ activity and re-deploy a TA to deal with an issue that requires immediate attention. To ensure the Vice Principal with responsibility for Teaching and Learning and the Curriculum is kept fully informed of any operational decision taken by the Learning Mentor and that any necessary follow up action is taken.
- To log incident forms on a daily basis and make a judgement on any significant incidents that need to be brought to the attention of the Vice Principal and any other parties for further action.
- To provide counselling as appropriate to the needs of pupils.
- To provide first aid to pupils.
- Any other duties commensurate with this post as directed by the Principal.

- Complying with, promoting and acting in accordance with all Academy policies.
- Maintaining consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- Keeping colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- Complying with data protection legislation and expectations for confidentiality.
- Developing your effectiveness in a support role through up-dating your knowledge and skills and seeking and taking account of constructive feedback on your performance.
- Developing good working relationships and practices with all members of the Business Team and wider staff group.
- Identifying and agreeing personal development objectives with the line manager.
- Making effective use of the development opportunities available to you.
- Promoting and safeguarding the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.

#### **GENERAL:**

- To promote and support AE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust Business Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.

- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

### **Additional Information**

*Throughout the Academy it is our practice to vary the specific responsibilities in line with the needs of the school. This will be carried out in consultation with the post holder.*

*The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal or nominated representative (in consultation with the post holder) to reflect the changing needs of the Academy.*

*This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal or his/her representative.*

***This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.***

**Signed:** ..... **Date:** .....  
Post Holder

**Signed:** ..... **Date:** .....  
Principal

**THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974**  
**Manorside Academy is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful application's background credentials, including enhanced DBS checks**