

Magdalen College School

Learning Mentor JOB DESCRIPTION

Post Title	Learning Mentor
Postholder	
Reporting to	SENCO
<ul style="list-style-type: none"> ▪ Specific responsibilities of the post 	<ul style="list-style-type: none"> ▪ To be a lead practitioner for students temporarily unable to access mainstream education: <ul style="list-style-type: none"> ○ Liaising with parents/carers and multi-agency provision ○ Liaising with subject staff to plan, prepare and deliver individual lessons and work plans ▪ To work with students in their own homes and in other locations outside of school ▪ To work with students and their families to plan for and support students' return to school ▪ To support the learning of students with Special Educational Needs (SEN), including learning, social, emotional and behavioural difficulties ▪ To be involved with the planning, delivery, monitoring and reviewing of Individual Education Plans (IEPs) ▪ To work with SEN students within mainstream classes ▪ To prepare modified teaching resources with support from teaching staff ▪ To participate in meetings and INSET ▪ To support teachers with the pastoral care of some nominated SEN students ▪ To be responsible for completing mainstream records and diaries for designated students ▪ To assist with supervision of students and planning of activities out of lesson times ▪ To assist with mobility equipment such as using wheelchairs and/or hoists ▪ To provide cover for classes for a short period of time ▪ To supervise teams including responsibility for PM ▪ To be a lead practitioner for students including preparation of individual education, behaviour support and/or mentoring plans. ▪ To develop new behaviour management strategies or adapt existing strategies/ methods as necessary

	<ul style="list-style-type: none"> ▪ To deliver programmes of work to small groups of students ▪ To administer and assess routine tests, invigilate exams and undertake marking of work. Provide feedback on student achievement to teachers if necessary ▪ To work with multi-agencies to ensure consistency in student development ▪ To contribute to team development activities and assist in the supervision, training and development of less experienced colleagues ▪ To select, plan, prepare, organise and evaluate the effectiveness of learning resources and the environment to lead learning activities to meet the needs of the students and the curriculum ▪ To undertake other duties within the department as required
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure an appropriate individual response to whole school priorities 2. To support the personal and social development of students within the school 3. To engage actively in the Performance Management Review Process 4. To implement all school policies
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities 2. Committed to the ethos of Magdalen College school 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their professional knowledge and skills. 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.

Signed:

.....Post Holder

.....Line Manager

.....Date