



LEARNING MENTOR JOB DESCRIPTION

JOB TITLE:	Learning Mentor
GRADE:	Grade B
WORKING WEEKS/ HOURS:	39 weeks; 28.50 hours per week
TIMES WORKED:	8:30am - 4:00pm one day, flexibility to choose the day, excluding Fridays and 8.30am to 3.00pm for four additional days
BASE:	Additional Support Department

ORGANISATIONAL ARRANGEMENTS:

Job holder: To be appointed.

Reports to: SENCo

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

RESPONSIBILITIES/ACCOUNTABILITIES:

Learning Mentor

- To work with a range of students across all subject areas, in classroom settings and in small groups
- To consider the additional SEND and emotional support needs involved to aid the students to learn as effectively as possible, both in group situations and on their own, e.g.:
 - (a) clarifying and explaining instructions.
 - (b) motivating and encouraging students as required.
 - (c) meeting physical needs while encouraging independence.
 - (d) liaising with the class teacher to devise complementary learning activities and providing regular feedback.
- To develop methods of promoting and reinforcing students' self-esteem

- Contributing to annual review meetings
- To support break/ lunch time duties as required
- Support extra-curricular and afterschool activities on a rota basis.
- Life experience is valued, along with patience, excellent teamwork, and a sense of humour
- Such other duties as may be reasonably allocated or directed by the SENCo.
- Understanding of the statutory framework relating to safeguarding

NOTES

- The school and site is open between the hours of 6.00am and 10.30pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very exceptional reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Additional Support Department.

Date Prepared:	March 2025
Prepared By:	Cheron Macdonald - Head of Additional Support/SENCo

Date Reviewed:

Reviewed By: