



Ackworth School

Job Title	Learning Support Mentor
Date	June 2019
Department	Learning Support
Reports to	Head of Learning Support/SENCO
Responsible for	Providing child specific learning support in mainstream classes.

Purpose of the Role

To support pupils on a one to one basis in mainstream lessons to ensure they are able to access learning in the same way as their peers with the correct guidance and intervention and dependent entirely on their learning need.

Departmental Information

The Learning Support Department delivers a wide range of interventions for students who are having difficulty accessing the school's curriculum and who need support to make good progress in their learning.

Support is given to students who are experiencing a range of learning difficulties, behavioural, emotional and social difficulties and physical impairments.

Main tasks and responsibilities

Support for Students

To establish a good working relationship with the pupil to support them in 1:1, small group and class activities across the curriculum and the wider school environment. This may include swimming, games, breaks and lunchtimes.

Develop an understanding of the needs and targets of the students supported. Motivate and encourage the students

To deliver a teacher directed curriculum and work alongside the teaching staff to devise and implement individual learning plans.

To minimise barriers to learning and maximise pupil participation to promote the pupil's academic, social, emotional and behavioural development.



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Enable the students to engage in the lessons using appropriate techniques such as: clarifying teacher's instructions, simplifying tasks or resources, helping the student stay on task, scribe or read as needed

To take a lead role in the pastoral welfare of the pupil and assist in their social, health, hygiene and emotional development.

To supervise the pupil on visits, trips and out of school activities as required and contribute to risk assessments and ensure effective implementation.

Assist the teacher with the development and implementation of Individual Education / Behavioural / Support / Mentoring plans and strategies.

To help the pupil manage and resolve conflict by using a variety of strategies.

To observe, evaluate and monitor pupil progress. Provide feedback to students in relation to progress and achievement under the guidance of the teaching staff

To work with other professionals, attend and participate in multidisciplinary meetings and contribute to the sharing of information and/or planning in relation to the pupil.

Share good practice and techniques with other staff.

To help with the preparation of differentiated work for SEN students

Support for Staff

Use strategies, in liaison with the teacher, to support the students' learning outcomes.

Assist with the planning of learning activities as required.

Monitor the students' responses to learning activities and accurately record achievement and progress as directed and provide regular feedback to teachers on students' achievements, progress and problems.

Promote good student behaviour, dealing promptly with conflicts and incidents in line with school's policies and in conjunction with the appropriate teaching staff.

Administer routine tests and help deliver examination access arrangements (reading, transcribing, scribing) for students.



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Supporting the School

Participate in all aspects of school life.

Be aware of and comply with school policies and procedures.

Reinforce the standards and expectations that exist within the school.

Ensure that confidentiality is maintained at all times.

Promote the positive image of the school within the local community.

Participate with the school's appraisal process.

Attend any professional development opportunities provided, within or outside of school, to develop experience and broaden awareness.

Attend briefing meetings as directed.

Person Specification

Educational Attainment

Level 2 Award in Support Work in Schools

Level 2 Certificate in Supporting Teaching and Learning in Schools

GCSE Maths and English Grade A - C

Essential Experience and Knowledge

Working with children in a learning support role.

Supporting children who have dyslexia, dyspraxia, mild autism and ADHD, hearing and sight impairments etc

A good understanding of child development and learning processes.

Desirable Experience and Knowledge

Able to support learning up to KS5 in a variety of subjects.

Physically fit to support in PE and Games

Ideally, At least 3 years' practical experience of supporting children with learning and behavioural difficulties, working from and evaluating the progress of children.



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<p>Full working knowledge of the Code of Practice for SEN as well as school policies relating to Special Educational Needs, and Child Protection.</p>	<p>Awareness of policies relating to health and safety, equal opportunities, confidentiality and data protection</p> <p>At least 3 years' practical experience of implementing and evaluating nationally recognised intervention programmes with SEN groups/individuals.</p>
<p>Required Skills</p> <p>Passionate about raising standards for children with SEN Calm and patient with children Flexible and creative in their thinking and practical work Willing to constantly improve their own practice/knowledge through self-evaluation and learning from others Organised Support the school's assessment for learning process Plan, resource and deliver a set programme of work Monitor and evaluate progress To be able to co-ordinate record keeping systems and processes in line with school policy Utilise ICT resources to support children's learning effectively</p>	
<p>Core Competences</p> <p>See support staff appraisal guidelines</p>	

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.