



Job Description

Job title: Learning Mentor
Reports to: Head of Sixth Form
Location: Sir Joseph Williamson's Mathematical School

General responsibilities

- Work on a 1:1 basis or with small workshop groups to help knowledge acquisition, recall, revision technique and exam skill
- To log mentoring sessions and set measurable targets with each pupil
- To provide feedback to pupils that will enhance their learning and progress
- To follow up each target set and support pupils in excelling with making outstanding academic progress
- To track and monitor the performance of pupil premium pupils in relation to the performance of their peers & take action as appropriate
- To inform staff about any pupil premium updates and actions for individual students
- Monitor pupil's responses to learning activities and accurately record targets as decided
- Ensure that all pupils clearly understand the targets agreed at each session
- Ensure all pupils are turning up to sessions and act accordingly if they do not turn up
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils within the classroom
- Supporting individual students in the completion of work set
- Encourage the development of a positive attitude towards the school from all pupils
- Participate in training and other learning activities and performance development as required.

Other

- To undertake such other duties as the Headteacher may from time to time determine to fall within the remit of this post.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.