



## Learning Mentor with Cover Responsibilities

**Reports To:** Principal/Deputy Principal/SENDCo

Why	<b>Job Summary</b> <ul style="list-style-type: none"><li>Take a lead role in addressing the needs of pupils requiring particular help to overcome barriers to learning and reach their full potential. Provide cover for lessons where required in the absence of a teacher.</li></ul>	
What	<b>Main Responsibilities</b> <ul style="list-style-type: none"><li>Take responsibility for a class in the absence of a teacher including unplanned absence and/or planned absence due to the allocation of PPA time<ul style="list-style-type: none"><li>Liaise with Teachers/Senior Leaders, when covering for unplanned absence to understand what the pre-prepared exercise for the class will be and what resources may be given to pupils to facilitate learning.</li><li>Plan lessons in line with schemes of work when timetabled to deliver cover for PPA time.</li></ul></li><li>Manage the behaviour of pupils to ensure a constructive environment and the maintenance of resources, by using a range of strategies to deal with classroom behaviour as a whole and also with individual behavioural needs.</li><li>Assist with the development and implementation of education, behaviour, mentoring and other plans; undertake comprehensive assessment of pupils to determine those needing specific help.</li><li>Prepare prescribed resources to follow teaching planning that is necessary to lead learning activities, taking account of pupils' interests and language/cultural backgrounds.</li><li>Act as a role model, challenge and motivate, promote and reinforce self-esteem and establish productive working relationships with pupils and develop 1:1 mentoring arrangements.</li><li>Provide information and advise pupils to enable them to make choices regarding learning and behaviour and give feedback relating to progress, achievement, behaviour and attendance.</li><li>Provide a range of strategies to help pupils achieve their full potential by further developing their skills and meet their social and behavioural targets both inside and outside the classroom.</li><li>Maintain regular contact, where appropriate, with families of target group pupils to keep them informed of the pupil's progress and attendance. To secure positive family support and involvement in the pupil's education.</li><li>Encourage pupils to interact and work co-operatively with others and engage all pupils in activities</li><li>Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses and needs.</li><li>Be aware of and support difference to ensure all pupils have equal access to learning opportunities.</li><li>Work closely with the Head of Department/Key Stage Leader to support the needs of targeted groups of pupils.</li><li>Ensure that relevant staff are kept informed about pupil progress and report any issues that may arise back to the Class Teacher.</li><li>Contribute to the production, monitoring and review of effective and responsive pupil action plans.</li><li>Have a knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students.</li><li>Assist in the identification of all signs of disengagement and contribute to specific interventions to encourage and enable full participation in learning.</li><li>Maintain accurate records of work for each identified pupil, in collaboration with the Teacher.</li><li>Work together with SLT to monitor behaviour and attendance and help to develop strategies to improve these.</li><li>Act in accordance with Trust policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.</li><li>Ensure the health and safety of all pupils at all times.</li><li>Any other responsibilities deemed appropriate to the level of the post.</li></ul>	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	<b>Framework</b> <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.
		Know how to recognise potential child abuse or neglect and follow safeguarding procedures.
		Participate effectively as a member of a team, fostering positive relationships.
		Motivates others to take responsibility for their own Health & Safety.
		Efficient and methodical. monitors and attends to detail: checks for errors.

			Disciplined, tenacious and pragmatic.
	<b>Development</b> <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Undertake appropriate professional development to secure progress in your career.	
		Developing practice ensures effective professional contribution across the department/academy.	
	<b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Developing supervision skills and provides informal leadership / direction.	
		Consults at the start and as appropriate throughout the activity and within the team.	
		Willing to accept responsibility for own activities and those of the team.	
	<b>Knowledge and Understanding</b> <i>Have sufficient knowledge/skills to support pupils in achieving their maximum potential.</i>	Takes responsibility for improving own knowledge and practice. Identified shortfalls and proactively addresses.	
		Good knowledge of subject/curriculum to assist in addressing misunderstandings of pupils. Good questioning skills.	
		Able to independently support pupils according to their needs using the 'learner plan'.	
	<b>Teaching and Learning</b> <i>Ensure the best possible outcomes for all pupils.</i>	Knows how to relate subject knowledge to support pupils' engagement.	
		Aware of different methods to increase participation for pupils working at different levels and the extracurricular activities on offer.	
		Consistently uses behaviour management in line with policies and procedures.	
		Assists with the monitoring, recording and reporting of performance and pupil progress as appropriate.	
		Adapts styles to the needs of individual pupils. Actively reflects on own practice to ensure pupils are engaged.	
		Independently manages and organises physical teaching space and. Ensures activities set in the absence of a teacher are appropriately delivered in a safe environment.	
	<b>Working with Others</b> <i>Work effectively with other professionals, parents, carers and outside agencies as well as with pupils themselves.</i>	Builds relationships with parents/carers and external agencies, and keeps them informed.	
		Briefs colleagues on pupil issues immediately, monitoring the outcomes and reporting back as needed.	
		Builds relationships with others and turns to them for advice on provision and interventions.	
Context	<b>Interfaces</b>	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	<b>Scope</b>	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	<b>Education, Qualifications and Experience (EQE)</b>	Must be educated up to GCSE grade C/4 level in English and mathematics, and have an HLTA Qualification or equivalent experience	
	<b>Safeguarding</b>	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	<b>Data Protection</b>	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.