

JOB DESCRIPTION



Post: Senior Learning Support Mentor (SLSM)

Main Job Purpose

To work closely with the SENDCo to help manage and develop the Learning Support Hub. The primary focus is to support pupils, with an identified SEN, who find the pressures of school life challenging and need support to return to mainstream classes. To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Duties & Responsibilities

- Ensure the smooth day-to-day running of the Learning Support Hub.
- In collaboration with the SENDCo, develop programmes of study to support the development of pupils identified with SEMH and C&L difficulties.
- Deliver programmes of study to pupils working in the Learning Support Hub.
- Act as the key adult for pupils attached to the Learning Support Hub.
- Participate in the identification of students selected to follow the Learning Support alternative pathway.
- Become an SEN expert and to provide guidance to class teachers.
- Adopt a solution-focused approaches when faced with problems.
- Contribute to the development of the Learning Support Department.
- Be a role model for new and existing LSMs.
- Be proactive in promoting the work of the Learning Support Department within the school.
- Help review achievement data to identify strengths and areas for development.
- When required, liaise between pupil and subject teachers to facilitate problem solving.
- Contribute to the training of Learning Support staff.
- Ensure a calm, purposeful and supportive atmosphere in the Learning Support hub.
- Liaise with parents and professional agencies in support of students' needs.
- Support the induction of new LSMs.

Staffing/ Staff Development/ Recruitment and Deployment of Staff

- Take part in the school staff development programme by participating in arrangements for further training and professional development.
- Continue personal development in the relevant areas including specialist knowledge and teaching methods.
- Engage actively in the Performance Management process.
- Ensure a high quality learning experience for students that meets internal and external quality standards.
- Use a variety of delivery method that stimulate learning.
- Maintain discipline in accordance with the School behaviour policy, and to encourage good practice with regard to punctuality, behaviour and standards of work.
- Help the production of Student Passports and Student Plans.
- Maintain accurate records.

The key responsibilities and duties set out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out.

PLEASE NOTE that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the Headteacher.

Other Duties

- To have due regard for safeguarding and to follow child protection policies and procedures adopted by SAST.
- Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
- Uphold and promote the values and ethos of the academy.
- Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
- Participate in workplace learning and development opportunities and work to continually improve own and team performance.