

KITE RIDGE SCHOOL– JOB DESCRIPTION

POST:	Learning Mentor
GRADE:	Range 2
RESPONSIBLE TO:	Senior Learning Mentors
PATTERN:	37 hrs/week, 39 weeks per year

DUTIES AND RESPONSIBILITIES:

The post holder will be expected to work with individual students who have severe learning difficulties and a range of or extreme challenging behaviour – as directed by their line manager. The following does not represent an exhaustive list but gives an indication of the role of the post.

The post-holder may be expected to possess a relevant qualification and/or to have had experience in working with students and be willing to obtain qualifications and/or undertake relevant training. This will include ‘Team Teach’ for positive and protective handling of students.

1. Preparation

At the direction of the teacher:

- 1.1 To prepare work areas daily and associated areas for use, including preparing materials and setting out specialist equipment, apparatus etc. To put away materials after use and ensure work areas and associated areas remain tidy.
- 1.2 Develop and maintain teaching / learning resources – as necessary.
- 1.3 To prepare work and notices for display, or other, purposes. Assist with / arrange displays.
- 1.4 To support the development of individual learning programmes on a daily basis.
- 1.5 To support in the preparation for the daily needs of the school – including food preparation and maintaining a safe, organised workplace.

2. Planning and Organisation

- 2.1 To discuss with relevant members of the teaching staff programmes(s) for the session / day / week / team.
- 2.2 To assist with the general management and organisation of student and resources / equipment which relate to the support of students.

- 2.3 To assist with planning, organising and supervision educational visits and outings.
- 2.4 To participate in the planning process and contribute to the formation of:
 - Strategies and appropriate future patterns of study
 - Care plans / Health Care Plans
 - Individual Education Programmes (IEP's)
 - Positive handling plans
 - Risk assessments
 - Annual Reviews
 - Education, Health and Care Plans

3. Working with Students

Under the guidance/ direction of relevant members(s) of the teaching staff:

- 3.1 To deliver individual learning programmes on a daily basis.
- 3.2 To work with individuals on specific activities, such as reading, writing, practical, creative, recreational activities, the use of specialised equipment e.g. computers, and environmental studies.
- 3.3 To provide a high level of supervision for students:
 - within the school
 - at break-times / during the lunch period
 - to and from transport
 - on outings and educational visits
- 3.4 To prepare drinks / meals for students and to supervise at mealtimes.
- 3.5 To constructively help the individual to participate in activities by adapting and / or interpreting lessons and instructions accordingly.
- 3.6 As directed, to guide and assist the development of students':
 - social behaviour, attitudes and skills
 - independence skills
 - language effective communication
 - personal care skills and interpersonal skills
- 3.7 To deliver specific learning, behavioural modification and therapy programme(s) as directed by the Headteacher.
- 3.8 Support individual communication to facilitate: choice, independence, inclusion and rights.
- 3.9 Implement positive handling programmes that include the use of restraint.
- 3.10 There will be times when the post holder will be witness to some extreme and / or distressing situations. It is important that the post holder be mentally resilient to maintain Unconditional Positive Regard / Emotional Co-regulation, and to engage in the school's processes to support employees to maintain a professional approach, while working under such high stress circumstances.

- 3.11 The post holder is required to be physically fit as the position includes running around with, and after, students on a frequent basis. The post holder is also required to be physically strong / fit enough to restrain students using necessary and appropriate physical force as outlined in the Care and Control Policy. They must also be able to lift students when necessary, using correct techniques and practices as trained and in accordance with the Care and Control Policy.

4. Assessment of Students

- 4.1 General observation and documentation of an individual student, giving feedback to staff – as relevant (with particular sensitivity to child protection).
- 4.2 To monitor students' progress (or otherwise) and IEP's, identifying particular needs, difficulties, problems and, to discuss these with relevant member(s) of the teaching staff.
- 4.3 To keep records of activities undertaken and of developmental achievements. To retain evidence of development attained.
- 4.4 To assist with assessment where appropriate.
- 4.5 To provide information for, and contribute to, the annual review process and / or case conferences. To attend any relevant meetings concerning the social and/or educational needs of the student(s) – as required / directed.

5. Care and Welfare

- 5.1 To ensure Health and Safety regulations are complied with at all times and that recommendations following risk assessments are fully implemented.
- Maintain Food Tech Areas to high standards of cleanliness
 - Revise student and activity risk assessments as necessary
 - Report defects and faults
- 5.2 To be responsible for the physical care of students, this could include some or all of the following:
- a) changing continence wear and assisting in students' personal hygiene
 - b) toilet training
 - c) assisting with washing and dressing programmes
 - d) feeding and helping at meal times
 - e) supporting self-help programmes
 - f) clearing up after accidental spillage or if students are ill.
- 5.3 Participating in physical activities with the students, which could include swimming, horse riding, agriculture, horticulture and outdoor pursuits.
- 5.4 To accompany students (individually) to work experience and other appointments. Make home visits and support other similarly planned activities.

6. Professional Relationships

- 6.1 As necessary, to liaise with other members of staff and, as directed, with parents, and representatives from professional support services e.g., health visitors, school nurse, social workers, psychologists and other agencies.
- 6.2 To support persons undertaking training and work experience.

7. Administration

- 7.1 To undertake specific administrative tasks – associated with those students receiving special care or attention – as relevant and directed.

8. Other Associated Tasks

- 8.1 Such as:
 - attending and contributing to staff meetings – as appropriate
 - attending relevant courses / training to develop experience and broaden awareness
 - participating in School activities
 - reinforcing the standards and expectations that exist within the School.
 - Actively participate in peer support groups and to support colleagues.
- 8.2 To ensure that confidentiality is maintained at all times.
- 8.3 To promote the positive image of the School within the local community.
- 8.4 To participate with the School's appraisal processes.

The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.