

JOB DESCRIPTION

SCHOOL:	Broadwalk Green Pupil Referral Unit
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JOB DETAILS:	Learning mentor with responsibility for reintegration to mainstream
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Job Title:	Learning Mentor
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Grade:	3A (25 – 29)
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Directly responsible to:	HEADTEACHER
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Directly responsible for:	1 Reintegration TA support
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Hours of Duty:	36 hours per week (term-time only)
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Main aims of the position:

To work with our pastoral team in providing mentoring programmes, addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential.

Main Duties and Responsibilities/Accountabilities:

- 1** To liaise with secondary schools and other educational establishments to support those children that may require further support after transferring to secondary school. or other educational establishment
- 2** To devote time to those pupils who need extra support to achieve their potential both in the PRU and when supporting them into mainstream school.
- 3** To draw up and implement an action plan for each child who needs particular support, (except where the child is already subject to an individually tailored plan) in which case, to contribute to reviews and work towards objectives in the plan.
- 4** To develop 1:1 supportive relationships with children needing particular guidance and intervention where necessary aimed at achieving the goals defined in the plan.
- 5** To maintain regular contact with families/carers of children receiving support, and to encourage positive family involvement in the child's learning.

Other Duties and Responsibilities/Accountabilities

- 5** To build up a full knowledge of the range of support available for pupils (e.g. activities, courses, opportunities, organisations) that could be drawn upon to provide extra support.
- 6** To assist the SLT in the provision of specialist pastoral support and a range of community support and to facilitate the sharing of information. This could involve attending multi agency meetings with other services such as social care, youth services etc
- 7** To be mainly responsible for the writing and implementation of the schools reintegration policy working alongside the pastoral team and to implement action plans that aim to improve pupil's punctuality and attendance.
- 8** To network with other professionals and to share best practice.
- 9** To liaise with mainstream school staff and attend regular progress meetings re a pupil's reintegration pathway, to ensure we support our children in succeeding to the best of their ability.
- 10** To work with our pastoral team to support transition for our new Year 7 pupils and our Year 9 pupils moving over to their KS4 provision.
- 11** Provide appropriate counselling, advice and help for all pupils in relation to their learning, attendance, punctuality and welfare. Report to line manager and governing body.
- 12** Encourage the development of good social relationships.
- 13** Encourage pupils' personal development by involvement in sporting, leisure, fund raising and other extra curricular activities.
- 14** To carry out home visits/delivery of children to support services in order to completely fulfil the main roles and responsibilities contained within the whole job description.

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised:	March 2025
Prepared by:	Olwyn Naylor
Agreed by Postholder	

