



Christ Church & St Peter's CE Primary School

'Aiming High & Caring for Everyone'

Job Description

Job Title:	SEMH Learning Mentor
Grade:	7
Responsible to:	Head Teacher, SEMH Lead Teacher
Responsible for:	None
Key Relationships / Liaison with:	SEMH / Inclusion Team staff, Parents/Carers. Outside Agencies, Wider school staff & governors
Job Purpose:	To address the needs of children who require assistance in overcoming barriers to learning in order to achieve their full potential. To work with pupils who have an Education Health & Care Plan and who have a range of Social, Emotional and Mental Health issues. To work as part of the SEMH Resource Base Team and school Inclusion Team.

Main Duties & Responsibilities

1. To work 1:1 with targeted individuals. To mentor them and support their learning, helping them to make progress. This includes working with children on their targets and devising, implementing and evaluating learning programmes.
2. To work with targeted children. To devise and implement strategies to support them, lead sessions and actively support them in making progress and meeting their targets.
3. To become a key worker for up to 2 target children with an EHC Plan; having an overview of their needs, provision and support. To work directly with families, liaising with staff, keeping children's records up to date and representing them at Team meetings.
4. To train in, lead and develop specialist provision across the SEMH Resource Base & school Inclusion Team, such as Family education and Family SEAL, Speech and Language Development, specialist therapies (e.g. art/music) or other provision that might meet the specific needs of pupils.
5. To lead an extra-curricular target provision such as lunch club
6. To devise and plan activities for individuals or small groups
7. To attend, contribute and represent children at a range of meetings; including meetings with parents, specialist agencies, social services and other professionals.

To keep records, analyse data, carry out assessments and complete evaluations to ensure progress is continuously developing, meeting the needs of children and support them to make progress.



8 Rothley Road
Mountsorrel
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LE12 7JU
Tel: 0116 2302800

Head Teacher: Mrs C Clay

Email: office@mountsorrelschool.org.uk

Website: mountsorrelschool.org.uk



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General

In order to deliver provision accurately meeting the needs of our children, a degree of flexibility is needed and the post holder may be required to perform some duties not specifically referred to above. These will be within the scope of the post and the grade and will be at the discretion of the Head Teacher and / or SEMH Lead Teacher.

Safeguarding

All staff are responsible for safeguarding. All duties will be carried out with due regard to the following Trust Policies: Health & Safety, Safeguarding policy and procedures, Safer Working Practices, Equality and Data Protection.



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Person Specification

Post:	SEMH Learning Mentor		
Experience:	Essential	Desirable	How Assessed
Experience of working with primary aged children in an individual and group basis, supporting their learning and development.	✓		App / Int / Ref
Have recent training or experience of supporting children with their Maths & Literacy learning	✓		App / Int / Ref
Experience of working as a Learning Mentor or Learning Support Assistant with children with social, emotional, mental health and challenging behaviour	✓		App / Int / Ref
Experience of working with primary age children with special needs.		✓	App / Int / Ref
Qualifications			
A good level of Literacy & Numeracy skills with at least GCSE Grade C or equivalent.	✓		App / Cert
NVQ Level 3 accreditation in a relevant subject or area		✓	App / Cert
Team Teach trained or a willingness to undertake and use such training.	✓		App / Cert
Recent & relevant training for working with children with SEMH needs and challenging behaviour.		✓	App / Cert
Skills / Abilities / Knowledge			
An ability to communicate effectively with children, staff, parents/carers and multi agencies	✓		App / Int / Ref
An ability to work autonomously and as part of a team	✓		App / Int / Ref
Good organisation, time management, communication and interpersonal skills	✓		App / Int / Ref
Good research and planning skills		✓	App / Int
Knowledge of the principals involved in giving advice and guidance to children including confidentiality and sharing information.	✓		App / Int / Ref
Knowledge and the rights and responsibilities of parents		✓	App / Int
The ability to liaise with and gain confidence of all school staff	✓		Int / Ref
A clear understanding of the factors which lead to educational disaffection in young people	✓		App / Int / Ref
Knowledge and understanding of strategies to remove barriers to learning in young people	✓		App / Int / Ref



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Knowledge of the range of additional support/agencies available for students		✓	App / Int
Good ICT skills	✓		App / Int / Ref
Knowledge of and experience of supporting transition to secondary school		✓	App / Int
The ability to work flexibly	✓		App / Int / Ref
The ability to find creative and imaginative solutions to problems	✓		App / Int / Ref
The ability to produce detailed, concise evaluative reports of the programme	✓		App / Int / Ref
Attitudes	✓		
A commitment to and an enthusiasm for the post	✓		App / Int
Adaptability and a professional approach to the responsibilities of the post.	✓		App / Int / Ref
An understanding of and commitment to the policies of the school and Trust.	✓		Int
An eagerness to gain experience, expertise and professional development through this position	✓		App / Int

Key:

App = Application Form

Int = Interview

Ref = References

Task = Task

Cert = Certificates



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