



HORSFORTH SCHOOL

JOB DESCRIPTION

Job Title: Learning Support Mentor (LSM)

Responsible to: SENDCo

Pay Band: CI

Hours: Full time, Monday – Friday.
Term time only
Temporary

Main role:

The Learning Support Mentor (LSM) will help to support students with special educational learning needs, working as members of the SEND team. They play a key role in supporting the implementation of intervention and support programs for students, performing tasks that can range from helping with academic program activities to reinforcing social/behavioural plans, to providing personal care support to the student or parent.

The LSM will be line managed by the SENDCo and work closely with the TA's as well as the Director of Behaviour. The LSM will work under the direction of the classroom teacher when in the classroom. The LSM will be under the direction of the classroom teacher or SENDCo to assist in the preparation or adaptation of regular classroom materials to meet specific individual needs.

Main duties will consist of:

1. To liaise with teaching staff about students
2. To work with students with challenges, both individually and in groups
3. To be a key link for safer schools officer
4. To advise and assist the pastoral team with antibullying and pro diversity initiatives
5. To support the behaviour policy of the school and provide support as directed by the pastoral team.
6. To establish positive working relationships with students acting as a role model, coach and mentor.

7. To challenge and motivate students and to promote and reinforce self-esteem.
8. To provide feedback to students in relation to progress, achievement, behaviour, attendance etc.
9. To help students to improve/manage their behaviour, and make progress
10. To liaise with parents, where appropriate
11. To supervise and support the orderly movement of students around the school site
12. To ensure that students arrive punctually at lessons on time after break and lunchtimes.
13. To work with the other LSM to support with planning work for the Inclusion Room for the start and end of the day
14. To work with the Deputy SENDCo on managing the library ensuring cover is in place and intervention can take place.
15. To help reintegrate students following sanctions.
16. To work on access plans for SEND sanctions with SENDCo.
17. To devise progress monitoring for inclusion with SENDCo.
18. To observe and provide support in lessons
19. To provide advice and support to special needs assistants and other school staff, ensuring that intervention strategies are implemented appropriately, with particular reference to the targeted group of students being mentored
20. To support students and young people with challenging behaviour, modelling strategies and monitoring the effectiveness of support programmes.
21. To work on, plan, deliver and record interventions, submit returns, organise timetables and lists of children seen, as required.
22. To accompany referred students on outings from school with teaching staff, as required.
23. To attend regular supervision and feedback meetings as required, feeding back any concerns or questions you may have.
24. To attend in-service training and as required.
25. To liaise with professionals in the Education Service, Social Services, Youth Offending Team and the Health Service as required.

26. To assist the school in establishing alternative behaviour and social skills, modelling strategies and providing feed back to school staff.
27. To manage the learning and assist in the supervision of the Internal Exclusion room
28. To provide intensive proactive mentoring support to some students who have additional challenges
29. To monitor the behaviour and progress of these students across the school
30. To be involved in preventative and reactive work to stop disengaged behaviour
31. To assist in the collection and sharing of data for the purpose of evaluating student progress.
32. To provide information to teacher or SENDCo or Pastoral Team members for home/school communication or as outlined in the Learning Passports.
33. To assist the SENDCo in the Early Help Plan or EHCP process
34. To maintain open communication with students and school personnel.
35. To assist with integration of students with complex needs within the school
36. To act as an advocate for the student and participate in working team meetings in regard to individual student needs
37. To assist individuals or groups of students with personal care if needed.
38. To assist with the implementation of the Learning Passports
39. To assist, as required, in the movement of children who are physically challenged.
40. To work on and assist with exit interviews for students.
41. To supervise pupils on visits, trips and out of school activities as agreed.
42. To implement supervision of pupils out of school hours as required.
43. To assist in the supervision, training and development of staff.
44. To attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school.
45. To be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
46. To support and enforce the PB system at all Key Stages

47. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
48. To be aware of and support difference and ensure equal opportunities for all.
49. To contribute to the overall ethos/work/aims of the school.
50. To appreciate and support the role of other professionals.
51. To attend and participate in relevant meetings as required.
52. To participate in training and other learning activities and performance development as required.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to additional duties not listed above but that are appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.