



Job Title:	Senior Learning Support Mentor
Salary:	£22,800-£24,800
Location:	Greater Manchester
Hours of Work:	Monday - Friday 08:15-16:00
Line Manager:	Head of School
How to apply:	Request an application pack from <a href="mailto:recruitment@fstmanagement.uk">recruitment@fstmanagement.uk</a>
Contact Details:	<b>0330 118 0974</b>

### **Job Title: Senior Learning Mentor**

**About Us:** We are a forward-thinking Independent SEN school committed to providing a supportive and inclusive environment for students with special educational needs. Our goal is to empower every student to reach their full potential through innovative and tailored educational approaches.

**Job Description:** The Senior Learning Mentor plays a vital role in supporting students' academic, social, and emotional development. You will provide high-level guidance and mentorship, working closely with students, teachers, and parents to create a positive and effective learning environment.

#### **Key Responsibilities:**

- Mentorship: Provide individual and group mentoring to students, addressing their specific learning needs and challenges.
- Act as support for new learning mentors.
- Lead Mental Health knowledge & Experience for students and staff.
- Support learning mentors in steps/action plans to break down barriers to learning and to engage, reintegrate pupils into the classroom.
- Support Plans: Develop and implement personalized learning support plans in collaboration with teaching staff and the SENCO (Special Educational Needs Coordinator).
- Intervention Strategies: Design and deliver targeted intervention programs to support students' academic progress and emotional well-being.
- Monitoring Progress: Regularly assess and track student progress, adjusting support strategies as needed to ensure optimal outcomes.
- Liaison: Act as a key point of contact between students, parents, and staff, facilitating effective communication and support.
- Professional Development: Provide training and guidance to junior learning mentors and teaching assistants to enhance their skills and effectiveness.
- Behaviour Management: Implement and support positive behaviour management strategies, promoting a safe and conducive learning environment.
- Resource Development: Develop and maintain resources and materials to support students' learning and development.
- Documentation: Keep accurate records of student progress, interventions, and outcomes, reporting to senior leadership as required.

#### **Qualifications and Skills:**

- Relevant qualifications in education, psychology, or a related field.
- Extensive experience working with students with special educational needs, preferably in a senior or supervisory role.

- Strong leadership and mentoring skills.
- Excellent communication skills, both verbal and written.
- Ability to build positive relationships with students, staff, and parents.
- Knowledge of current best practices in SEN support and behaviour management.
- Patience, empathy, and a passion for supporting students with SEN.
- Organizational skills and attention to detail.

**Support the Schools by:**

- Attending staff meetings and school INSET days.
- Being aware of policies and procedures.
- Being aware of confidential issues linked to the post.
- Attending relevant meetings as required.
- Participating in training or other learning activities and performance development as required.
- Undertaking assigned training.
- Assisting with the supervision of young people out of lesson times when required including before and after school and at lunchtimes.
- Accompanying teaching staff and young people on visits, trips and out of school activities as required.
- Safeguarding and promoting the welfare of young people for whom you have responsibility or meet, to include adhering to all specified procedures.
- First Steps Together is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.
- Undertaking any relevant duties commensurate with the grading of the post which may, from time to time, be required by the Head of School.
- To undertake other duties commensurate with the post to ensure the smooth operation of the responsibilities of the team.

## **Safeguarding**

Here at First Steps Together, we are committed to safeguarding the welfare of children and young people and promoting that commitment. We expect all our staff and volunteers to share in it, too, which is why – as part of the selection process – we will conduct all the necessary checks to ensure you do not pose any risk of harm in your role here.

Join us and you will be expected to actively contribute to our safeguarding commitment and promote child welfare in line with the school's Child Protection Policy. If ever there is a concern or issue, you will be ready to report it to your Designated Safeguarding Lead or, in their absence, any Deputy Safeguarding Lead.

## **Review**

The nature of this role means that this job description will be subject to an annual review with the potential for amendment or modification at any time after consultation directly with you. It by no means acts as a comprehensive statement of procedures and is just a way of setting out all the main expectations we will have of you, here in the role as you deliver an impassioned and genuinely caring experience to our young people.

## **Acknowledgement**

Employee Signature:	
Print Name:	
Date Signed:	

Manager Signature:	
Print Name:	
Date Signed:	