

## **Job Description**

### **Bridge Learning Mentor**

**Responsible to:** Senior Learning Mentor (The Bridge) and Assistant Headteacher Inclusion

**Salary:** Grade C Scale 5 Point 14 (£25,409 FTE, **£23,039 Actual** (37 hours per week)

**Hours:** 8.00am - 4.00pm Mon -Thurs / 8:00am – 3:30pm Friday

#### **Purpose**

- To work with students at the school's on-site alternative provision hub.
- To support and enable students with behavioural needs to reach their potential.

#### **Main responsibilities**

##### **Support for Pupils**

- Establishing productive working relationships with students.
- Supporting students with their learning both inside and outside of the classroom.
- Developing productive learning opportunities for students at 'The Bridge'.
- Delivering pastoral support to pupils.
- Attending to pupil's personal needs and provide advice to assist in their social, health and hygiene development.
- Providing information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
- Challenging and motivating pupils, promoting and reinforcing self – esteem.
- Providing feedback to pupils in relation to progress, achievement, behaviour, attendance, etc.

##### **Support for Teachers**

- Supporting transition and managing liaison of students entering and exiting The Bridge.
- Supporting pupils' access to learning using appropriate strategies, resources etc.
- Providing objective and accurate feedback as required to other staff on pupils' achievement, progress and other matters
- Establishing constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning.
- Accessing relevant training

##### **Administration**

- Managing record keeping systems and processes.

##### **Other**

- Awareness of and support differences and ensure equal opportunities for all.
- Contributing to the development and implementation of the overall ethos/aims of the school.
- Developing constructive relationships and communicating with other agencies/parents/carers.
- Participating in training and other learning activities and performance development as required.
- Recognising own strengths and areas of expertise and use these to advise and support others

*The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.*