



the
LatimerArts
College

INFORMATION PACK:

SEND Learning Mentor



Job Description

Role:	SEND Learning Mentor		
Line Manager:	Learning Support Manager	Direct Reports:	None
Scale:	Grade G, Point 8-12	Hours:	37 hours per week / 39 weeks per year (term time, plus training days)

General Responsibilities

To provide direct support to students with Special Educational Needs and Disabilities (SEND) by implementing interventions and provisions to enable them to maximise their potential whilst building their confidence and helping them to improve their attendance, behaviour for learning and academic performance.

Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To deliver interventions and implement personalised provisions to individual and small groups of students, primarily those with identified Cognition and Learning needs;
- Observe and review the needs and progress of these students both in a learning environment and during unstructured times;
- Work closely with colleagues / external professionals to raise standards of inclusive practice for these students;
- Liaise with families to maximise outcomes for these students;
- To maintain effective records of intervention and to regularly evaluate the impact and report outcomes to the Learning Support Manager;
- To support the Annual Review process by providing information when needed and attending meetings as required;
- To support the Early Help process by providing information when needed and attending meetings as required;
- To attend any relevant training required to fulfil the role;
- To support a form group as part of the College's personal development programme;
- To administer first aid (optional)
- To undertake any additional duties as required by the Principal.



PERSON SPECIFICATION: SEND Learning Mentor

SELECTION CRITERIA (no priority order)	Essential	Desirable	Method of Assessment
Qualifications			
An excellent standard of education - Degree level preferred	X		Application form / verified at interview
Relevant professional qualification		X	Application form / verified at interview
Working with Children and Young People			
Motivated to work with children and young people to ensure they are successful	X		Application form / interview
Commitment to, and belief in, the equal value of all students	X		Application form / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form / reference / interview
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	X		Application form / interview
Ability to raise self-esteem and expectations of children and young people	X		Application form / interview
Knowledge and Experience			
Experience of delivering intervention programmes to children and young people	X		Application form / interview
Knowledge and experience of relevant programmes of support and strategies for children and young people with Social, Emotional and Mental Health needs or Communication and Interaction difficulties and the ability to use them effectively	X		Application form / interview
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection		X	Application form / interview
Skills			
Highly skilled in a range of communication strategies	X		Application form / interview
Efficient and organised: independent and effective in time management	X		Application form / interview
Personal Qualities			
Authoritative, consistent and fair: a commanding presence	X		Application form / interview
Ability to communicate effectively and relate well to all stakeholders	X		Application form / interview
Ability to work as part of that team	X		Application form / interview
Evidence of resilience when working effectively under pressure	X		Application form / interview
Good sense of humour	X		Application form / interview
Additional Requirements			
Willingness to contribute to the wider aspects of college life	X		Application form / interview
Evidence of commitment to professional development	X		Application form / interview