

Job description and person specification:

SEN Learning Mentor

Your Ideas School is a specialist independent school for children aged 5-11.

We help all children to develop their self-esteem, confidence, resilience and independence, to become inquisitive learners with aspirational attitudes. We place social and emotional well-being at the centre of our school, to provide all children with a nurturing environment in which to thrive. We believe that happy children, who feel safe and secure, are those in the best position to learn. We focus on supporting children to feel physically and psychologically safe first, in order to be ready to re engage with and find a love for learning.

Our curriculum meets children at their developmental stage, rather than their chronological age, and will be tailored to meet their individual needs. Children are celebrated for their unique talents, which are valued and encouraged. Teaching is on a 1-1, 2-1 or very small group basis.

Job details

Salary: £19,595 - £20,925 dependent upon qualifications and experience (incl. of holiday pay)

Hours: 32.5 hours per week (term time only plus five INSET days)

Contract type: Permanent (6 month probationary period)

Reporting to: Headteacher, Clare Whalley. Deputy Headteacher, Katie Sweeney

Main purpose

To provide learning and care support for children with SEND including, but not limited to: autism, social-emotional barriers to learning and disrupted attachment. This will involve working with the Headteacher and Deputy Headteacher to plan and deliver activities and to support children with routines and transitions.

Duties and responsibilities

Supporting children

- Build and maintain positive relationships with all children, promoting independence where appropriate
- Respond to children according to their individual needs, using PACE, trauma-informed and attachment-focused approaches
- Support children with their social, emotional and mental health needs, escalating concerns where appropriate
- Respond to incidents in line with the school's behaviour policy
- Assist with the development and delivery of individual education and support plans
- Where qualified, to assist with basic first aid and medication administration

Teaching and learning

- Contribute to the planning and preparation of differentiated learning activities for individual or small groups of children, delivering activities both inside and outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at children achieving their full potential in all areas of learning
- Use ICT skills to support children's learning

- Through observations, provide regular feedback to teachers on children's progress and attainment
- Support other staff members effectively to ensure a safe learning environment
- Monitor, record and report on progress and attainment
- Contribute to the ethos and aims of the school

Working with staff, parents/carers and relevant professionals

- Under the guidance of the Headteacher/Deputy Headteacher, share knowledge and understanding of children to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with parents and carers under the direction of the Headteacher/Deputy Headteacher
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Participate fully in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to carry out other duties appropriate to the level of the role, as directed by the Headteacher or Deputy Headteacher.

Person specification

CRITERIA	REQUIREMENTS
Qualifications, training and other requirements	<ul style="list-style-type: none"> ● GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths ● Enhanced DBS check ● Up-to-date subscription to the DBS Update Service
Experience	<ul style="list-style-type: none"> ● Experience working in a school environment or other educational setting ● Experience working with children / young people with SEND ● Experience planning and delivering learning activities
Skills and knowledge	<ul style="list-style-type: none"> ● Good literacy and numeracy skills ● Good organisational skills ● Ability to build effective working relationships with children and adults ● Skills and expertise in understanding the needs of SEND children ● Knowledge of how to help adapt and deliver support to meet individual needs ● Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ● Excellent verbal communication skills ● Ability to work as part of a team and to be flexible in their approach to daily routines ● Active listening skills ● The ability to remain calm in stressful situations ● Knowledge of guidance and requirements around safeguarding children ● Good ICT skills, particularly using ICT to support learning
Personal qualities	<ul style="list-style-type: none"> ● Enjoyment of working with children ● Patient and empathetic in your interactions with children ● Sensitivity and understanding, to help build good relationships with children ● A commitment to getting the best outcomes for all children and promoting the ethos and values of the school ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding children's wellbeing and equality ● Resilient, positive, forward thinking and enthusiastic about making a difference ● Capacity to inspire, motivate and challenge children

Note: This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher's signature: _____

Date: _____

Postholder's signature: _____

Date: _____