



YSGOL

**Bryn Elian**

HIGH SCHOOL

**Achievement for All**  
Llwyddiant i Bawb

## Ysgol Bryn Elian – Job Description

**Role:** Learning Mentor

**Post Holder:**

**Grade:** GO4 (Points 8 to 11)

**Preamble:**

All non-teaching staff are employed to facilitate the work of the school in carrying out its prime function: The education of young people. In carrying out specified functions and thereby providing a service to the teaching staff, Learning Mentors enable teachers to focus on the key tasks of teaching and learning. Learning Mentors are expected to carry out the reasonable instruction of any member of the teaching staff in furtherance of the prime function of the school.

**General Duties**

- To carry out duties within the behaviour and learning support function of the school as required.
- To carry out duties in line with Local Government NJC conditions of service.
- To ensure Health and Safety requirements are observed.

**Responsible to:**

- The Head Teacher, a designated Learning Manager and the Assistant Head: Learner services and their wellbeing

**In co-operation and liaison with:**

- Inspectoral, advisory, consultative and other county or national support services.
- Colleagues in associated primary schools and other secondary, tertiary or higher education establishment.
- Colleagues and functional groups within the school management and government system.
- Learners, parents/guardians and the wider community.

**Working Time:** Term Time only + 5 training days – Full-time

**Disclosure:** Enhanced



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### **Specifically, responsible for:**

- Working under the instruction and guidance of teacher colleagues and or members of the school leadership team.
- Helping to raise standards of achievement for all learners through maintaining high standards of behaviour;
- Fostering the participation of learners in the social and academic processes of the school;
- Contributing to the ethos of the school and acting as a good role model;
- Assisting the teacher in the management of learners within the classroom and beyond.
- Providing active support for a designated Learning Manager.
- Provide support for the Sixth Form Centre and Director of Sixth Form studies as required.
- Use ICT effectively to support learning.
- Acting as a learning coach as required.
- Carry out catch-up lessons or similar with learners.
- To cover lessons where other alternatives are unavailable.
- To undertake first day absence calling EVERY day.

### **Duties and Responsibilities**

#### **Learners:**

- Create and maintain a purposeful, orderly and productive working environment.
- Provide in-class support for learning, working with individuals, groups of learners and whole classes as required.
- Supervise and provide particular support for learners, including those with additional learning needs, ensuring their safety and access to learning activities.
- Work to improve attendance and punctuality by direct monitoring, supervision and through working with appropriate agencies and parents. Ensure that first day absence calling takes place.
- Encourage learners to interact in a well-behaved way with the others and engage in activities led by the teacher.
- Provide direct supervision in class and around the school to encourage good behaviour and take appropriate steps when behaviour infringes school rules.
- Provide support and assistance to learners who have been bullied or are otherwise distressed.
- Set challenging and demanding expectations and promote self-esteem and independence.
- To deliver/supervise courses for learners who are following an alternative qualification such as SWEET.
- To deliver/supervise courses for learners who are in catch up lessons.
- Apply strategies to encourage independence and self-confidence.



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- Contribute to the school's mentoring programme for learners.
- Provide Learning Coach support as required, for learners in other year groups as well as your own, as required.
- Take an active role in supporting learners through transition.
- Cover classes as required.
- Liaise with external agencies for the wellbeing of learners.
- To ensure that IBPs are in place for learners who are on yellow report and co-ordinate this with the Learning Manager.
- Where there are difficult classes or individuals who have issues relating to their behaviour – provide either in-class support or one to one support to allow the teacher to teach.

#### **Teachers:**

- Provide detailed and regular feedback to teachers on learners' behaviour, attendance, punctuality, problems etc.
- Liaise with the teacher to create a purposeful, orderly and supportive learning environment.
- Apply school policy in relation to the promotion of positive learner behaviour and attitudes to learning.
- Administer as required routine tests and invigilate exams.
- Fulfil clerical and administrative tasks as required, e.g. photocopying, collecting money, filing, distributing letters to parents, telephoning parents and making entries on the school's assessment and attendance systems.
- Participate in meetings with parents and contribute to annual reviews in accordance with school practice.
- Provide cover for absent teachers as required.
- Supervise internal and external examinations as required.

#### **School:**

- Be aware of and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- To develop and maintain working relationships with other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and professional review as required.
- Assist with the supervision of learners out of lesson times, including before and after school, during break and at lunchtimes.
- Assist with the conduct of detentions and after school clubs.
- Accompany teaching staff and learners on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.



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#### **Communications:**

- To communicate effectively with the parents of learners as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

#### **Quality Assurance:**

- To help to implement school quality procedures and to adhere to them at all times.
- To take part, as may be required, in the review, development and management of activities relating to the, support functions of the school.

#### **Professional Learning:**

- To continue professional learning in the relevant areas.
- To engage actively in the Performance Management Review process.

#### **Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and, where appropriate, learners to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.



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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to dress professionally, in a manner in keeping with their employment in a school.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Senior Leadership Team to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Signed:** .....

**Print Name:** .....

**Date:** .....