**Job Description**

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| **Job Title:** | **Learning Mentor – SENCo Assistant** |
| **Department:** | **AEN/SEN** |
| **Location:** | **Chatham & Clarendon Grammar School** |
| **Grade:** | **Band 7 Point 20-24** |
| **Responsible to:** | **SENCo** |

**Overview of Job:**

The primary role is to provide administrative support to the SENCo. In addition, there will be opportunities for supporting students with their learning and social communication and interaction needs on a one to one and small group basis.

**Purpose of the Job:**

* To provide administrative support to the SENCo.
* To provide guidance and support as a key worker for students identified as having a range of social interaction, communication and learning needs.
* The role may include working with key students with a range of SEND, which may include students with Visual Impairments, Physical Disabilities, Learning Difficulties, Speech, Language and Communication Needs, Autism and Social, Emotional and Mental Health needs.
* This is an opportunity to bring existing skills and expertise to support the ongoing development of practice and support in particular areas of SEND, as well as benefit from further professional development as part of the expert team to support your continued development of effective ways to identify and remove barriers to learning for students with a range of different special educational needs.
* We would love to hear from you if you have experience of working effectively to support students with any of the different areas of need listed above, and would be very interested in hearing from people with both primary and secondary school experiences.
* The role requires excellent communication and listening skills, organisational and time management skills and negotiation skills.

**Specific Responsibilities and Key Tasks:**

Administrative assistant. This will involve maintaining the SEN register, creating and updating profiles, gathering evidence of need, disemminating information, maintaining records and liasing with parents.

* Liaising with staff to identify students with mentoring needs. Develop a 1:1 mentoring relationship with students identified as needing support.
* Develop and provide personalised learning support as needed across the curriculum to support individuals or identified groups of students.
* Implementing strategies and supporting students with barriers to learning
* Drawing up action plans with students with aims and outcomes of mentoring programmes
* Contribute to devising, implementing and evaluating individual student SEN Support Plans and EHCP Provision Plans action plans to enable students to access learning activities and raise achievement.
* Attend lessons with students to support them in the classroom as necessary
* Liaising with and consulting parents and carers
* Liaising with teachers, pastoral staff, support staff, learning mentors and external agencies and other professionals and attending internal and external meetings as necessary
* Maintaining accurate records and preparing written reports and evaluations

**Other Duties:**

* Contributing to and supporting the work of the AEN/SEN department and pastoral support staff, attending AEN/SEN department meetings.
* Managing own professional development and sharing good practice and professional expertise with teaching and support staff colleagues.
* Having a professional understanding of confidentiality and the handling of sensitive information and a commitment to equality and to safeguarding.
* Act as Team Leader for the AEN/SEN team in the event of absence or illness of the SENCo

**Organisational Chart:**

Manager/line manager – SENCo

Peers – Learning Mentors

Teaching and Learning Support Assistants

*To perform such duties as the Headteacher may reasonably require or that professionalism dictates*.