



eastbury
primary
school

Learning Mentor Job Description

Responsible to Deputy Head Teacher

Salary Scale 5

Job Purpose:

- To support and provide mentoring for pupils across the primary phase who require additional support to overcome barriers to learning.
- To agree, set and review targets with parents, teachers and external agencies.
- To draw up an Action Plan for each identified pupil and ensure an impact is made.
- To initiate prompt and effective communications of Action Plans and strategies to Line Manager, Deputy Head Teacher
- To initiate prompt and effective communications with parents/guardians
- To initiate and contribute to regular reviews of pupils progress against targets
- To improve pupil attendance
- To be committed to safeguarding and promoting the welfare of all students.

Administration:

- To maintain records of mentoring sessions and Action Plans within a managed administration system.
- To provide a weekly plan of work to Line Manager, Deputy Headteacher.

Team Tasks:

- To attend Parents Evenings, Celebration Evenings and Information Evenings as appropriate.
- To feed back regularly to Line Manager.
- To undertake other responsibilities as and when directed by the Learning Mentor Line Manager or Co-Headteacher which are relevant to the post.

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Succeeding together



Partnership Learning