



Akiva School
 The Sternberg Centre for Judaism
 80 East End Road
 Finchley, London
 N3 2SY
 Tel: 020 8349 4980
 Email: sosborne@akivaschool.org
 Headteacher: Claire Silver

Learning Mentor Job Description

Job title:	Learning Mentor
Reports to (job title):	SENCO
Level and scale point:	Salary: Scale 9-13 (£27,254-£29,064)
Contract:	Part-time (salary pro-rata) Temporary – one year contract to start in September 2026
Purpose of the Job:	To provide support and guidance to pupils and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and pupil potential. You will be required to carry a case-load and offer timetabled support to individual pupils. The role is not class bound but provides support throughout the school.

Main duties/responsibilities

General Duties
Work effectively and collaboratively with teachers, support staff and external support as required to ensure effective support provision for the pupils.
Outreach to families whose home circumstances appear to present a significant barrier to successful learning, and work with parents to help the pupils achieve their targets.
To treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries.
Identifying, in association with school staff, pupils who would benefit from mentoring.
Attend and participate in multi-disciplinary meetings contributing to the sharing of information and/or planning in relation to specific pupils.
Undertake a range of administrative duties relevant to the post.
Be able to work under your own initiative and be sensitive to the procedures and protocols at Akiva.
To devise, implement and evaluate specialized programmes of work to encourage and promote a pupil's social emotional and behavioural development.

To train and support identified school staff, by modelling approaches, with a view to staff feeling confident and able to use the approaches following the withdrawal of Learning Mentor support.

Supporting Pupils

Establish productive mentoring relationships with identified pupils acting as a role model and setting high expectations.

Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

To work with individuals & groups both within and outside the classroom setting

Help students to manage and resolve conflict by using and teaching them a variety of strategies.

Setting up and running interventions to develop pupil confidence and resilience.

Setting up and running circle time sessions and anger management groups where necessary

Challenge and motivate pupils, promote and reinforce self-esteem.

Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.

Promote independence and employ strategies to recognise and reward achievement and self-reliance.

To plan and facilitate structured games and activities, to support pupils to make appropriate use of unstructured times – organising lunchtime activities to support pupils who have difficulties at break/lunch time.

To plan and draw up approaches that could be used to support pupils both individually and within a group.

Record Keeping and Assessment

To observe and monitor pupil progress, recording and maintaining records of pupils' development and progress.

To contribute to the assessment of pupil progress and to produce written reports outlining pupil progress.

Maintain a database of information and provide reports for monitoring and evaluation purposes as required to feed into general school reports.

Record all intervention programmes on Insight

Regularly monitor and reward the achievement of children working with whom you are working.

Staff Development

Attending in-service training (INSET) and undertaking continuing professional development (CPD).

Participate in relevant staff meetings and other relevant meetings.

Being actively involved in the performance management review process.

Network with other Learning Mentors in other schools to share best practice.

Commitment to Equality

To deliver Akiva's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services delivered.

Safeguarding Responsibilities

In accordance with Akiva's commitment to follow and adhere to the Department for Education's 'Keeping Children Safe in Education' and all other relevant guidance and legislation in respect of safeguarding children.

You are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in Akiva.

All staff are required to maintain appropriate professional boundaries in relationships with all members of the Akiva communities and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the pupils

You are required to have satisfactory Enhanced DBS clearance. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times.

You will be expected to present a consistently positive image of Akiva and uphold public trust and confidence at all times

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

General Expectations

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

Conditions of Employment

- The post is subject to an enhanced DBS disclosure and suitability check.
- The job description may be amended at any time according to the changing priorities of the school as identified within the school's development plan, after discussion with the post holder.