JOB DESCRIPTION

Job Title	Learning Mentor		
Directorate	Education		
Reporting to			
Grade	12		
Evaluation ref:	AG0503	**Job Family ref:**	L&E12

Role purpose

The Learning Mentor plays a vital role in improving educational outcomes and promoting positive engagement for Children Looked After (CLA), Previously Looked After Children (PLAC), children and young people with special educational needs and disabilities (SEND), and those using English as an additional language (EAL).

Working under the guidance of the Inclusion Lead, the postholder supports pupils by recording and managing key information on corporate systems, monitoring progress and attendance, and contributing to effective transition and engagement within educational settings.

The role involves close collaboration with teachers, locality teams, and other professionals to design and implement intervention plans aligned with the Somerset Graduated Response.

The Learning Mentor builds strong relationships with education providers, families, and partner agencies to remove barriers to learning, ensure support plans are effectively delivered, and empower pupils to participate confidently in mainstream learning environments. The role also includes contributing to statutory and non-statutory processes, such as PEP, TAC, and TAF meetings, and ensuring compliance with policies relating to Health and Safety, Child Protection, and Equality and Diversity.

Ultimately, the Learning Mentor supports pupils to access appropriate educational and vocational opportunities, developing their academic, social, and emotional skills so they can thrive in education and beyond.

Accountabilities

Under the supervision of identified Inclusion Lead:

Engage with teachers in education settings to promote positive education outcomes, good attendance and engagement at education provision, eg school, alternative provision (AP), etc. This may include direct work to support transition into other educational settings.

Collaborate in locality areas and in locality teams where appropriate with education providers and other relevant professionals on the production of appropriate intervention plans in line with The Somerset Graduated Response and stated

referral outcomes, service policies and procedures, including acting as decision maker on funding allocation in specific contexts.

Work with the education provider on the planning, delivery and evaluation of support designed to meet the academic, social and emotional needs of individual Children Looked After (CLA), Previously Looked After Children (PLAC), children and young people (CYP) with special educational needs and disabilities (SEND), or children and young people using English as an additional language (EAL) as required with a focus on preparing the pupil to engage productively in learning in a mainstream context.

Support the education provider to meet the educational and vocational needs of CLA and PLAC, those using EAL, ensure these children and young people are aware of the opportunities available to them and that they become involved in activities that are educative, empowering, participative and rewarding.

Liaise with all the relevant professionals and family members relevant to the pupil to facilitate participation, overcome barriers to learning and ensure that support plans or individualised programmes are effectively implemented.

Attend and contribute to appropriate PEP, TAC and TAF meetings and reviews and provide or contribute to written reports which reflect the needs, progress and interests of children and young people and how they will be addressed.

Responsible for recording information on management information and other corporate systems. This includes opening and closing involvements, recording education outcomes for children and young people and tracking pupil progress and attendance.

Adhere to guidance, policies, procedures and practices, both statutory and non-statutory in relation to CLA and PLAC, EAL, SEND, alternative provision, attendance and exclusion, including Somerset Council policies and legal requirements especially Health and Safety, Child Protection, and Equality and Diversity.

Plan and implement strategies to support the learning, attainment and attendance of children and young people.

Participate in projects and tasks to improve education outcomes for children and young people (CLA, PLAC, CYP with SEND and CYP using EAL).

Liaise with commissioned services, LA teams and their data to monitor and track the attendance (including part time timetables and AP), progress and attainment of CLA, and CYP with SEND. Produce regular reports for senior management highlighting and areas of concern.

Attend role-specific training as required, in line with service policies and requirements.

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Attend Virtual School team meetings and line management in line with service and Council policies and procedures.

Conduct job related administrative tasks in line with service policies and procedures.

Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Council values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Knowledge of a range of educational settings and the challenges faced by pupils, including CLA, PLAC, SEND, EAL and other vulnerable groups.	X	
Knowledge of statutory responsibilities for CLA and SEND	X	
Knowledge of Data Protection Act and responsibilities relating to handling sensitive information.	X	
Knowledge of intervention strategies and support plans tailored to the academic, social, and emotional needs of pupils is desirable		X
Awareness of educational and vocational pathways available to pupils.		x
Knowledge of the geography of Somerset		x
Experience		
The role holder must have experience working in an educational setting, Children's Social Care or similar setting.	x	
Experience of working with children or young adults from diverse backgrounds.	x	
Experience of recording and managing information on management information systems.	x	
Experience in facilitating transitions for pupils into different educational settings is desirable.		x
Qualifications / Registrations / Certifications		
Be educated to GCSE level/Level 4 including English and Maths and hold at least NVQ level 4/5 standard or equivalent	x	

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The role holder should hold a relevant qualification or training in education, child development, or a related field.		x
Professional development courses related to educational support and intervention strategies are desirable.		x
Skills		
The role holder must have excellent communication skills, both written and verbal, to liaise effectively with teachers, professionals, and family members.	x	
They should have strong organisational skills to manage information and track pupil progress and attendance.	x	
The ability to prioritise own work and work to deadlines	x	
They should have sound decision making skills and be able to work on own initiative	x	
The ability to work collaboratively and flexibly with locality teams and educational providers is essential.	x	
The ability to establish and maintain confidential and sensitive relationships with parents, carers, staff and pupils	x	
Willingness to challenge to ensure CLA have access to appropriate learning opportunities	x	
Skills in using management information systems and other corporate systems are desirable.		x
Ability to travel countywide	x	

Working Conditions

This is a frontline role with a caseload. The caseload number at any given time will consider a range of variables, including the complexity of the case and travel time between appointments.

The nature of the work will require the postholder to travel across the county to attend meetings and out of county as required. Will work in an identified locality in a multi-agency way.

Dimensions of the role

Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position

Corporate Accountabilities

Understand, uphold and promote the aims of the Council's equality, diversity and inclusion policies, health, safety and wellbeing of self and others, and Organisational values in everything you do. Equality and Diversity practice covers

both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: