



Job Description

Job Title: SEND Learning Mentor (Dyslexia/ADHD)

Responsible to: SENDCo & Assistant SENDCo

Salary Grade: 4

Key Purpose:

To organise and deliver targeted support to individuals and/or small groups of SEND students in Key Stage 3 and 4, to help them develop learning skills and revision techniques.

To plan, organise and facilitate out of class learning for SEND students in Key Stages 3 and 4.

Main Responsibilities

1. To work in collaboration with the dyslexia coach to deliver targeted support to individuals or small groups of students with a dyslexia diagnosis and focusing on the development of phonics, spelling, reading, writing and study skills
2. To provide advice, guidance, strategies and support to students with an ADHD diagnosis.
3. To organise, schedule and deliver individual and small group sessions for SEND students, focussing on study skills and revision techniques.
4. To create study skills SMART targets to support students' in-class learning and monitor and review these targets.
5. To develop expertise and share knowledge and strategies with colleagues about how to effectively support students with ADHD.
6. To support students with the use of alternative ways of recording their responses and other assistive technology (eg immersive reader, dragon dictate, claro read, reader pens)
7. To liaise with teachers and other members of staff regarding students' learning and homework needs.
8. To support students in the completion of homework and independent study.
9. To liaise with SENDCo/dyslexia coach/teachers on a daily basis to discuss class tasks and enable pupils to become independent learners within their own ability
10. To foster a supportive and inclusive environment when working with small groups or individuals and promote positive relationships amongst students through peer support and encouraging an understanding of themselves to promote resilience, independence and personal development.
11. To occasionally escort and supervise pupils on educational visits and out of school activities.
12. In exceptional circumstances you may be required to provide cover for students.

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

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

Job description last reviewed: November 2024