

Job title: Learning Mentor and PE Instructor

Responsible to: Head of School

Salary: LSEAT H19 to H23 (actual salary £25,733 to £28,180)

Hours: 37 hours per week / 39 weeks per year (term time only)

Location: Midfield Campus

Tenure: Fixed term contract September 2026 to July 2027

Job summary

The Learning Mentor and PE Instructor will work as part of the whole-school team to strengthen pupils' attendance, behaviour, attitudes to learning, personal development and well-being. The post holder will provide targeted mentoring and intervention for pupils who experience barriers to engagement, while also delivering high-quality physical education across the school during afternoon sessions.

The role will support a calm, safe and inclusive school culture by modelling positive relationships, promoting high expectations and engagement in learning, using restorative and solution-focused approaches, and helping pupils develop the resilience, self-regulation and social skills needed to participate successfully in learning and school life.

In the afternoons, the post holder will plan, deliver and evaluate PE learning across the school, ensuring that pupils benefit from a broad, inclusive and engaging physical education offer that supports health, fitness, teamwork, confidence, personal development and positive behaviour.

Principal accountabilities

- Work across the school to support pupils who find it difficult to engage in learning, promoting positive attendance, behaviour, attitudes and participation.

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- Contribute to a calm, orderly and purposeful learning environment by maintaining a visible, proactive staff presence in corridors, classrooms and unstructured areas e.g. playground and lunch hall.
- Deliver personalised, time-limited mentoring and intervention programmes that help pupils identify and overcome barriers to learning, inclusion and personal development.
- Use restorative, relational and solution-focused approaches to help pupils reflect on behaviour, repair relationships and develop improved strategies for self-regulation.
- Work collaboratively with teachers, pastoral staff, leaders and external professionals to support pupils within agreed school policies, safeguarding procedures and behaviour systems.
- Provide individual and small-group support for pupils requiring additional adult engagement, including social stories, emotional literacy work and targeted intervention packages.
- Record behaviour, attendance, engagement and intervention information accurately on agreed school systems so that leaders can monitor patterns, evaluate impact and plan next steps.
- Support staff in responding to challenging behaviour, including agreed PRICE approaches, debriefing processes and post-incident analysis to inform future planning.
- Promote inclusion by helping pupils access learning, develop resilience, build positive relationships and participate constructively in the wider life of the school.
- Monitor the school environment, including damage or graffiti, and use restorative approaches where appropriate to address issues and support pupils in taking responsibility.
- Attend daily briefing and debriefing meetings, staff meetings, training and professional development as directed by the Headteacher or Head of School.
- Undertake supervisory duties during unstructured times in line with the school's ethos and any other reasonable duties commensurate with the role.

PE instruction responsibilities

- Plan and deliver afternoon PE lessons across the school, adapting activities to meet pupils' needs, abilities, confidence levels and individual support plans.
- Promote pupils' physical development, health, fitness, teamwork, leadership, confidence and personal development through inclusive and engaging PE provision.

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- Establish clear routines and high expectations for safety, conduct, participation and effort during PE lessons and physical activities.
- Use PE as a positive vehicle for improving behaviour, attendance, engagement, resilience and relationships, particularly for pupils who benefit from practical, structured learning.
- Assess pupils' participation, progress and engagement in PE and share relevant information with leaders and teaching staff to support wider curriculum and personal development planning.
- Ensure equipment, spaces and activities are safe, well organised and appropriate for pupils' needs, in line with school policies and health and safety expectations.
- Contribute to enrichment, sports events and wider opportunities for pupils to experience success, belonging and positive participation across the school.

Person specification

- Experience of working effectively with pupils who may be disengaged, vulnerable, neurodivergent or experiencing social, emotional and mental health needs.
- Ability to build positive, professional relationships with pupils while maintaining clear boundaries and consistent expectations.
- Confidence in supporting pupils whose behaviour can be challenging, including the ability to de-escalate situations calmly and safely.
- Understanding of how attendance, behaviour, attitudes, personal development, safeguarding and inclusion contribute to pupils' outcomes and experiences in school.
- Ability to use restorative, relational and trauma-informed approaches, or willingness to undertake training to develop these approaches.
- Experience of re-engaging pupils in learning and reducing out-of-class incidents through targeted support, mentoring and positive adult engagement.
- Knowledge of a range of additional educational needs and the ability to adapt approaches to support inclusion and access to learning.
- Ability to plan and deliver safe, inclusive and engaging PE lessons or physical activity sessions for pupils with a range of needs and abilities.
- Confidence in using sport and physical education to promote teamwork, resilience, self-esteem, healthy lifestyles and positive behaviour.

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- Excellent written and verbal communication skills, including the ability to record information accurately and work effectively with parents, carers, colleagues and external agencies.
- Strong team-working skills and a flexible, responsive approach to changing priorities and individual pupil needs.
- Willingness to undertake relevant training, including behaviour management, PRICE, safeguarding, first aid or PE-related professional development as required.
- Basic IT skills and willingness to use school management information systems to record and monitor information.
- A secure understanding of confidentiality, safeguarding responsibilities, health and safety duties and the importance of promoting equality, diversity and inclusion.
- Resilience, perseverance, good judgement and the ability to remain calm and professional under pressure.

Safeguarding and professional responsibilities

The post holder will promote and safeguard the welfare of children and young people at all times. They will follow all school and Trust policies, including those relating to safeguarding, child protection, behaviour, health and safety, equality, confidentiality and data protection.

This job description is provided to assist the post holder in understanding their principal duties. It may be amended from time to time in consultation with the post holder, without changing the level of responsibility appropriate to the grading of the post.