



Bohunt Education Trust (BET)

Job Description



Post Title:	Operational Lead Intervention Learning Support Mentor (LSM) KS3 Rock Road campus
Faculty Overview:	The SEND Faculty is an exceptional team of dedicated professionals that currently helps deliver Outstanding, fully inclusive support and targeted interventions across KS3, KS4, and KS5. The team offers one to one, group and in-lesson support tailored to individual needs, alongside exceptional opportunities for holistic growth. The team is a well-organised, cohesive, and positive group of individuals offering one to one, group and in-lesson support tailored to individual needs, working to break down barriers to learning and ensure that every student achieves their full potential across all aspects of school life.
Liaises With:	SENDCo, The SEND Team, Teaching Staff, Parents.
Purpose:	To enable pupils, primarily pupils on the Special Educational Needs and Disabilities Register, including those who have an Education and Health Care Plan to access the National Curriculum and the wider school curriculum so that they are able to achieve their full potential.
Responsible to:	SENDCo
Main duties:	• To Assist the SENDCo/Assistant SENDCo in managing the day to day running of the SEND team on one of the Key Stage 3 sites. • To manage the Learning Support Mentors to ensure effective support of students in class. • To confidently lead the team, and be able to identify and react to situations within the course of the school day. • To work alongside teaching staff to help them deliver Quality First Teaching so that the needs of students with SEND are met. • To provide support for EHCP and other students with SEND, their parents and staff. • To ensure appropriate provision planning and tracking for students with SEND takes place and is recorded. • To ensure that staff are appropriately informed and updated on student needs by means of student passports. • To promote the progress of students on the SEND Register by supporting them in class or in small groups.

	• To oversee the monitoring of student access arrangements – to ensure students are clear on the arrangements in place for them, are given opportunities to practise using these and records are kept of arrangements used in internal exams and assessments. • To coordinate and lead small group interventions. In order to achieve this, the Operational Lead Learning Support Mentor will: • Have effective managerial skills. • Have good communication skills, to communicate effectively with teachers, parents, and external agencies. • Be able to work with external agencies to identify strategies to provide effective support for our SEND learners. • Prepare and deliver interventions for students with SEND, either 1:1 or in small groups, and support students in mainstream classes, assisting teaching staff in delivering individualised support to ensure students with SEND are able to access the curriculum; • Create resources for small group interventions. • Identify training needs within the team. • Act as mentor to designated students and guide them with appropriate targets to enable them to make progress in subjects which they may find challenging; • Keep up to date with regard to the needs of students being supported or mentored; • Inform teachers of any changes in student needs to assist their planning and teaching; • Update the SENDCo regarding student progress; • Create ILP's for students with EHCPs or other students with SEND; • Oversee the creation of student 'passports' for all students with SEND, which are used to inform staff about their needs and strategies that help them learn, ensuring all staff are aware of the needs of students with SEND through emails, School Robins, and face to face conversations. • Contact and update colleagues (other LSM's and teaching/pastoral support staff) on learning and work related issues to do with the designated students; • Work as reader and/or amanuensis for named students in examinations. • Update parents and carers (by email where possible) as to latest work demands and learning issues at school. • Be proficient in using school systems. • Encourage the integration of all children with special needs alongside their peers into the mainstream school community. • Lead in organising transition arrangements (when appropriate) • Gather information for potential EHCP applications; • Attending Annual Review meetings with the SENDCo/ Assistant SENDCo to provide feedback. Additionally: • Be responsible for promoting and safeguarding the welfare of children and young people with whom s/he comes into contact; • Work if so required on any of the three Steyning Grammar School campuses.
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	• Undertake any other duties that reasonably fall within the purview of the post, which may be allocated by the Headteacher after consultation with the post-holder. • Attend any such training courses or meetings as the SENDCo deems appropriate.
This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.	

We welcome people of all faiths and those that are committed to these values. We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce.

Appointments will be made subject to pre-employment checks, receipt of satisfactory references enhanced DBS check including online/social media checks. The school is committed to safeguarding and promoting the welfare of young people or belief and marriage and civil partnerships

October 2026