Detailed Job Description

Pastoral Mentor

It may be amended at any time following discussion between the Headteacher and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Summary of Role

- Work as part of the Pastoral Support Team in the Inclusion Unit and around the school site including in classrooms as necessary
- Be aware of and comply with relevant policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- Operate Rewards and Sanctions polices and protocols with the pastoral staff on developing and implementing Pastoral Support Programmes.
- Under the direction of line managers and in line with Rewards and Sanctions protocols communicate with parents and outside agencies.
- Establish productive working relationships with students; acting as a role model.
- Arrange and develop 1:1 and small group mentoring arrangements and provide support for students as required.
- Provide pastoral support and guidance to students within the inclusion unit and assist in their behavioural, emotional & social development.
- Implement established programmes for managing behaviour with individuals or small groups.
- Support the school by taking a lead role in the management and delivery of behaviour & nurturing interventions for students.
- Attend and participate in meetings as required.
- Participate in training, other learning activities and performance development as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post
- Maintain records and collect data relating to behaviour and safeguarding as directed.

Responsible to: DHT behaviour and Welfare

General Duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate

Detailed responsibilities:

- Assist the SLT in monitoring / supervising behaviour throughout the day
- Deliver information to staff at form briefing weekly
- Work with other members of team to manage punctuality and late arrival protocols
- Provide general supervision of identified students at break and lunchtimes
- Reporting all safeguarding concerns to the appropriate person
- Keep safeguarding logs up to date
- Attend Early help, Child in need and Child protection meetings as appropriate
- Keep detailed logs of actions taken with individual students

- Manage the supervision of students within the inclusion room as appropriate.
- Have responsibility for the development and implementation of appropriate behaviour management strategies
- To take statements from students around incidents in a sensitive and timely fashion
- Support students' in continuing their learning while they are in reflection
- To provide individual support or activities for students in danger of becoming disaffected or disengaged, in lessons, during break times, lunch times and on educational visits as appropriate
- Work with individual students to raise awareness of appropriate behaviour and responses in the classroom and around school, providing them with feedback as to their progress
- Manage challenging and extreme behaviour of individual students
- Calm and diffuse difficult situations involving students including emotional issues
- Promote positive behaviour management by modelling and suggesting effective strategies with students in class and around school, including at break and lunch times
- Provide administrative support e.g. dealing with correspondence, reporting attendance and making home contact including phone calls etc. for those students in reflection

Accountability

- Regular scheduled meetings with Named Line Manager
- To negotiate with Line Manager and maintain timescales for specific developments
- To produce regular reports on progress for given areas of responsibility as requested and specified by the Headteacher

Other responsibilities

- operate at all times within the stated policies and practices of the school;
- contribute positively and effectively to the whole school ethos
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- attending and participating in appropriate calendared meetings
- take responsibility for own professional development and duties in relation to school policies and practices;
- ensure compliance with Health and Safety at Work Act 1974, and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- ensure compliance with data protection laws and safeguarding procedures
- carry out any other duties as directed by the Headteacher as may from time to time be agreed in accordance with the nature of the job as described above.