

## Job Description



**Job Title:** Family Support & Learning Mentor (Stanley Grove Academy) / Education Welfare Officer (Accomplish MAT)

**Hours:** 32.5 hours per week (4 days at Stanley Grove Academy, 1 day across Accomplish MAT)

**Reporting to:** Senior Leadership Team (SGA) / Director of Education (AMAT)

**Location:** Stanley Grove Academy and across Accomplish MAT schools

### **Purpose of the Role**

To provide high-quality pastoral, emotional and practical support to pupils and families, improving wellbeing, engagement and outcomes. The role combines direct intervention work at Stanley Grove Primary Academy with a strategic attendance and engagement function across Accomplish MAT as an Education Welfare Officer.

The postholder will play a pivotal role in ensuring every child is supported to thrive, in line with the Trust's values of Care, Empower, and Celebrate Uniqueness.

### **Key Responsibilities**

#### **Family Support & Learning Mentor (4 days – Stanley Grove Academy)**

- Deliver targeted, high-impact interventions to support pupils' social, emotional and behavioural development
- Support children with SEND, anxiety and complex needs, removing barriers to learning
- Build and maintain strong, trusting relationships with pupils and their families
- Work closely with families to provide guidance, support, and signposting to external services
- Promote positive mental health and wellbeing across the school community
- Champion inclusive practice, ensuring all pupils feel valued and supported
- Contribute to and uphold a culture of robust safeguarding and child protection
- Work collaboratively with staff to identify needs, plan support, and monitor impact
- Support the development of staff understanding of pastoral care and inclusive approaches
- Maintain accurate records and evaluate the effectiveness of interventions
- Be trained at DSL level
- Works closely with external agencies to ensure that the pupils and their families access the services they need.
- Support parents/carers in sustaining and developing their parenting skills, encouraging them to access Parenting programmes where appropriate.

## **Education Welfare Officer (1 day – Accomplish MAT)**

- Lead on improving pupil attendance and engagement across the Trust
- Identify and address barriers to attendance, working closely with families and schools
- Support schools in implementing effective attendance strategies and interventions
- Work collaboratively with external agencies and services to support families
- Monitor and analyse attendance data, contributing to targeted action planning
- Ensure compliance with attendance legislation and statutory guidance
- Promote a culture where attendance is prioritised as a fundamental right
- Contribute to a consistent, high-quality approach to attendance across the Trust
- Carry out home visits where needed
- Lead the Accomplish Pastoral Network and development work across the trust of schools
- Where needed, help lead training for pastoral support
- Be involved in any planning and development of support across the trust where needed

## **General Responsibilities**

- Uphold and actively promote the values of Care, Empower, and Celebrate Uniqueness
- Work in partnership with colleagues across the school and Trust
- Maintain high standards of professionalism, confidentiality, and integrity
- Engage in continuous professional development and training
- Contribute to whole-school and Trust-wide pastoral and safeguarding priorities
- Undertake any other duties commensurate with the role as directed by senior leaders

## **Safeguarding**

- Promote and safeguard the welfare of all children and young people
- Adhere to statutory safeguarding requirements and school policies
- Report any concerns in line with safeguarding procedures

## **Working Relationships**

- Pupils and families
- School staff and senior leaders
- Trust colleagues and attendance leads
- External agencies (e.g., social care, health services, education support services)

## **Why Join Us**

This is a unique opportunity to:

- Make a direct and lasting impact on children and families
- Work across both school and Trust level, influencing wider practice
- Be part of a values-driven organisation committed to excellence and inclusion
- Develop professionally, with opportunities for future leadership progression