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| **Support Service Team** | **R2L** |
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| **Job Title:** | Learning and Pastoral Inclusion Mentor |
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| **Grade:** | Grade 6 |
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| **Post Objective:** | To ensure that your specific year group attending The Hazeley Academy have a positive and supportive work ethos so that they can take full advantage of the academic opportunities available and contribute fully to their own personal development as well as that of the school. |
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| **Accountable to:** | Senior Year Leader  |
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| **Key Oversight Areas** | * Coordinate the day to day (operational) running of the department alongside longer term strategic planning of provision.
* To plan and run Year Leader meetings to ensure excellent communication and clarity of the role and support across the school.
* Role modelling outstanding adult behaviours with children which result in outstanding levels of rapport, supportive, empathetic relationships and a strong and growing of community and social responsibility.
* To create an outstanding year leader team that work in conjunction with the Progress Leader through excellent relationships to deliver outstanding pastoral care and behaviour.
* Supporting the Assistant & Deputy Headteacher to lead on the implementation of a model of restorative practice within the school and contribute to specific pastoral initiatives at a whole school level.
* Contribute to the running of staff training at a whole school where appropriate.
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| **Pastoral**  | To have responsibility for all students in a specific year group in areas relating to:* Student records
* Liaison with outside agencies – including CFP.
* Well-Being and Safeguarding
* Spiritual and Moral
* Ensure effective communication in relation to student welfare matters with parents, teaching staff, outside agencies, matron, and other support staff as appropriate.
* Relate the work of the school to the students’ home experience by informing and involving parents in school matters wherever possible.
* Liaise with tutors and teachers regularly regarding pastoral needs of students within your Year group.
* To liaise with the tutor and Progress Leader to support the pastoral needs any of student within your Year.
* Attend multi-agency meetings and contribute where necessary.
* Liaise with the Well-Being Hub and external agencies to support a students’ needs.
* Attend relevant meetings regarding a students’ pastoral or safeguarding needs.
* Undertake CAF assessments with parents and oversee the programme.
* Complete MARFs and referrals to the MASH team
* Be responsible for providing appropriate transfer records to a receiving school if a student leaves the school in accordance with the school’s procedures.
* Liaise with the Special Needs Co-Ordinator and other members of staff.
* “Know” the students and be familiar with the curriculum they experience and be aware of the main events affecting the year groups.
* To liaise with other Year Leaders towards the end of an academic year if the year group become the responsibility of another Year Leader.
* Support the school community by encouraging the spiritual and moral development of all students.
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| **Attendance and Punctuality**  | * Monitor attendance of Year group during the year through weekly monitoring.
* Identify attendance trends and students who have attendance below 94%
* Intervene with students with poor attendance (below 94%)
* Undertake all administration tasks in the attendance process to support parental interviews and legal proceedings where necessary.
* Undertake welfare checks and Home Visits for students whose attendance is of concern, particularly those not attending school.
* Ensure all N codes are followed up for the year group.
* Support punctuality detentions throughout the year
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| **General**  | * Responsibility for safeguarding and promoting the welfare of children, including reporting concerns on CPOMS and discussing concerns with the Designated Safeguarding Lead
* Maintain a high standard of uniform within the year groups.
* Initiate new ideas and encourage developments relating to students in a specific year group.
* Provide information to the headteacher/governors on any aspect of the Head of Year role as may be required.
* To attend KS3/KS4 meetings where necessary
* Attend all Year group assemblies, lead student entrance/exit and take assemblies where applicable.
* Take lead on Year Group Parents’ Evenings through setting up and monitoring the booking system, setting up the venue and welcoming parents on the evening.
* Be responsible for ensuring that administrative and organisational tasks relating to the post are carried out effectively.
* Any other reasonable task requested by the Line Manager to allow for the efficient running of the school without changing the general character or level of responsibility
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| **Behaviour and Culture** | * Monitor student behaviour in your Year group using Go 4 Schools and identify intervention strategies in consultation with relevant others.
* Ensure implementation of the Behaviour Policy “Code of Behaviour” and to have overall responsibility for student discipline in a specific year group.
* Investigate incidents of misbehaviour, securing written statements from those involved and witnesses.
* Suggest disciplinary action to the Assistant/ Deputy Headteacher or Leadership Group, including leading sanctions where needed.
* Implement Behaviour Management Programmes with students which involve leading parental meetings.
* Attend re-integration meetings where applicable.
* Communicate with teachers, tutors and parents in regard to students’ behaviour.
* Support Isolation room Supervisors and take any necessary follow-up action.
* Supervise students in the Inclusion Centre/Isolation Room
* Sweep the school during directed times to ensure a calm community.
* Support teaching staff with Team Remove when requested.
* Have, in consultation with the line manager, responsibility for any decision to move students between form groups.
* Support all sanction systems
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| **Academic** | * Maintain a hard working atmosphere and culture of academic achievement amongst a specific year group of students
* Liaise with Progress Leaders to support Academic Progress where possible
* Liaise with the school’s exams officer about internal exams and invigilate where necessary
* Preparation and monitoring of IEP progress file for students at school Action on the SEN register
* Support the Experience of Work Programme to ensure all students have a positive experience
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| *This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.***The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.** |