

Job Title	Learning Mentor (Pastoral, Behaviour and Engagement and Safeguarding Support)
Reporting To	Behaviour & Engagement Manager
Salary	Bucks Pay Range 3-4 (Actual salary £20,620 - £24,297)
Tenure	Permanent
Core Hours	Monday – Thursday: 08:15 – 16:15 Friday 08:15 - 15:45 <i>(including 30 minutes unpaid lunch daily).</i>
Paid Working Hours Per week	37
Working Weeks per annum	39
Holiday Entitlement per annum	5.1
Paid weeks Per annum	44.1
FTE	0.848
Notice Period	3 months

Purpose of Role

- To work in our Student Services reception area, providing first-point contact for students and triaging communications from home for a year group of students, alongside the existing Pastoral Staff Team
- To provide communication and liaison with families regarding pastoral issues, as directed by the Pastoral Team
- To assist the Assistant Headteacher (Pastoral) and our Year-Group Performance Directors to support individuals and groups of students, their families, tutors and teachers; to contribute to effective pastoral systems and procedures, which are consistently implemented.

Duties specific to the postholder

About the role

- To provide first-point contact for students and triaging communications from home for a year group of students, alongside the existing Pastoral Staff Team
- To provide communication and liaison with families regarding pastoral issues, as directed by the Pastoral Team
- Work with individual students who have been identified as underperforming or through the referral route to identify and investigate barriers to learning.
- Contact parents/carers regularly by telephone or home visits where necessary to discuss specific issues; keep accurate records of agreed outcomes.
- Liaise and work closely with external agencies, including attendance of off-site meetings, to support students and their families as part of the mentoring process.
- Provide written reports for and to represent the academy at conferences and meetings, including with outside agencies to support children and their families.
- Respond to emotionally demanding behaviours and situations as a result of dealing with students and parent/carers individual circumstances.
- Where appropriate, arrange and run group sessions for students with common needs e.g. friendship

groups, self-esteem and mental wellbeing groups, informative sessions on personal hygiene and other matters in order to support the mentoring process.

- Carry out home visits where appropriate to support parents in encouraging their children to maintain full and regular attendance.
- Work with parents in the academy context, supporting them and building their engagement with their child's learning.

Additional responsibilities for Grade 4 to be discussed at the interview.

Personal and Professional Standards

- To be committed to safeguarding and promoting the welfare of students
- To support the clearly defined visions and values of the academy
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- As a consequence of the performance development review (PDR) cycle for support staff, to take responsibility for personal continued professional development, making full use of the school's CPD opportunities and training
- To attend team and staff meetings as appropriate, chairing and contributing actively whenever possible
- To provide courteous, prompt and polite service to all members of the school's community including families, students, all staff and visitors
- To contribute actively to the academy's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- To be aware of and comply with all relevant policies and procedures within the academy, particularly those relating to child protection, equality, health and safety, bullying, behaviour and confidentiality. It is the duty of all colleagues to report breaches of Academy policies or procedures to the Headteacher.

General Requirements

- To promote the school's policy on behaviour for learning, and a commitment to providing a caring and stimulating environment for improving standards for all students within the school.
- To undertake such other duties as reasonably correspond to the general character of the post.
- To participate in the academy's performance appraisal system

This job description is designed to complement your terms and conditions of employment as set out in your Contract of Employment.

The postholder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post holder is deemed to be in a position of trust and maintenance of satisfactory DBS and DFE clearance is essential.

<u>Headteacher:</u>	<u>Post Holder</u>
Signature:	Signature:
Name:	Name:
Date:	Date: