



Stoke Park Primary School

Job Description

Pastoral, Inclusion and Learning Mentor

Grade SCP 12-16

Purpose of the Post:

- To provide targeted support to vulnerable children in the school requiring interventions in relation to behaviour, social skills and overcoming barriers to learning (for example, mental health and family circumstance)
- To mentor, support, guide and supervise pupils who are identified as being at risk of disengagement, disaffection, low attendance or exclusion. Where necessary, to arrange personalised support for students to assist with their re-engagement in learning.
- To support colleagues in the wider school community to develop their practice to support all learners.
- To work with a range of learners, their parents/carers and external agencies, giving priority to those who need the most help, especially those experiencing multiple disadvantages.
- To improve pupil progress and achievement by helping to minimise barriers to learning and maximise pupil participation.

Key outcomes:

- To plan, deliver, monitor and review targeted group or 1-1 interventions for children who have been internally referred due to concerns around behaviour, social skills, or mental health.
- To work with external agencies (such as the school nurse, CAMHS, First Response, Families in Focus) to support children and families.
- To work closely with the school's pastoral team to provide guidance, support and signposting for parents and carers of children in relation to behaviour, social skills and overcoming barriers to learning.
- To maintain regular contact with families/carers in order to keep them informed of the child's needs and progress, and to secure positive parental support and involvement in their child's education and overall well-being.
- To promote the school's behaviour policy and curriculum and support staff's understanding and implementation of the school's behaviour routines.
- To provide reactive behaviour support for pupils who are disrupting the learning and wellbeing of others.
- To have oversight of lunchtime staff, providing training and support on behaviour issues that relate to their role (for example, behaviour, safeguarding, bullying, eating concerns) and to coordinate lunchtime activities and play opportunities .

- To assist in extra-curricular activities, including school visits and residential to support children with behavioural needs to access the activities.
- To provide class teachers and teaching assistants with support to manage social, emotional and behavioural needs in class and liaise closely with staff in school to ensure they understand and support strategies suggested by the pastoral team or other professionals, to develop pupils skills for engaging in learning and positive behaviour.
- To carry out the necessary administrative tasks related to the role and/or specific pupils and to ensure accurate records are kept up to date, as well as preparing written reports, reviews and evaluations for both internal use and outside agencies.
- To provide feedback to pupils and families in relation to progress, achievements, behaviours and attendance.
- To support with transition activities for learners moving to primary/secondary school and/or other settings.
- To contribute to pastoral and attendance team meetings and provide targeted support where necessary.
- To provide support for the Safeguarding, behaviour and Wellbeing Lead and the SENDCO under their guidance.
- To lead School Council.

Other

- To attend staff meetings and school-based INSET as required.
- To network with other staff with similar roles and teachers across Cathedral Schools Trust and relevant external agencies
- To act as a positive role-model in terms of timekeeping, dress code and work ethos.
- To demonstrate commitment to the role through continuous professional development.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students/pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Cathedral Schools Trust, and its commitment to equal opportunities.
- So far as reasonably practicable, the postholder must ensure that safe working practices are adopted, to maintain a safe working environment for children. These are defined in Health, Safety and Welfare policy and codes of practice.
- If required and with the necessary statutory training, act as Deputy Safeguarding Lead.
- If required and with the necessary statutory training, drive the school minibus to assist with attendance and school trips.