



# Hyde High School

Person Specification: <b>Pastoral Mentor</b>		
Grade: E Working pattern: 36 hours per week term time only		
Responsible to	Child Protection Officer	
Core Role	As part of the school's Safeguarding Team, the post holder will take a key role in identifying and addressing the needs of pupils who require help in overcoming barriers to learning. The role involves supporting and enabling pupils to access and maintain their education and develop personal and social skills such that they can realise their own positive potential. The role requires resilience, flexibility and a proactive and enthusiastic contribution to a positive work ethic and team spirit.	
		E: Essential D: Desirable
Qualifications	5 GCSE grades A*-C/Grade 4 including <b>both</b> English and maths	E
Experience and knowledge	Experience of working in a school or college environment	D
	Experience of using computer software, including word processing, database, spreadsheets and Management Information Systems.	E
	Experience of parental engagement relevant to the role.	D
	Knowledge of behaviour management strategies.	E
	Experience of dealing with a variety of colleagues and other stakeholders within a work setting	E
	Trained in First Aid	D
Personal skills and qualities	Kind, compassionate and non-judgemental.	E
	Able to develop and maintain constructive relationships with pupils and families.	E
	Able to motivate pupils and to provide strategies to overcome barriers to learning.	E
	Versatile and possessing excellent organisational and administrative skills.	E
	Skilled in planning, organising and managing own workload.	E
	Able to work flexibly using self-motivated initiative.	E
	Able to communicate in a confident and confidential manner with all stakeholders.	E
	Able to demonstrate a high level of resilience when working in a pressured environment.	E
	Confident to work effectively within a team and also independently.	E
	Fully aware of and clearly committed to the safeguarding of children.	E
	Excellent communication and interpersonal skills.	E
	Able to relate well to adults and young people.	E
	A clear commitment to equal opportunities.	E
	Conscientious, hard-working, enthusiastic and reliable.	E
	Able to work effectively within defined timescales.	E
	Competent and confident in the use of ICT including Word, Excel and PowerPoint, Google calendar, Google docs (or similar) and school management information systems.	E
	Able to deal sensitively with young people and resolve conflict.	E
	Able to maintain and produce accurate information and records and to maintain confidentiality.	E
	Committed to high personal standards at all times.	E
	A proven record of excellent attendance and punctuality.	E
	A willingness to learn new skills and to undertake further professional development.	E
	Able to produce high quality documentation that is appropriate, clear and concise.	E
	Able to promote a positive ethos around school and act as a positive role model.	E
	A sense of humour and a positive outlook.	E

Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

*Pastoral Mentor – Nov 2022*