



Hyde High School

Job description: Pastoral Mentor 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.
Key responsibilities	
	<p>Identify and support pupils who have underlying social or emotional difficulties which lead to poor engagement or attendance.</p> <p>Identify, deliver or facilitate targeted interventions focusing on behaviour, social skills and mental wellbeing.</p> <p>Support pupils experiencing a range of issues including but not restricted to: low self-esteem; emotional regulation; bereavement; attachment issues; anger management and anxiety.</p> <p>Work with colleagues on the Safeguarding Team to ensure that the safety and wellbeing of all pupils is prioritised.</p> <p>Refer pupils to specialist agencies as required.</p> <p>Deliver 1:1 sessions and group work for identified pupils where appropriate.</p> <p>Work with pupils who are at risk of permanent exclusion using the '<i>Escape from Exclusion</i>' package and other appropriate resources.</p> <p>Support pupils to develop positive learning and behaviour habits.</p> <p>Support and encourage pupils' good attendance and punctuality.</p> <p>Support pupils to develop their social and emotional resilience.</p> <p>Support pupils with transition into secondary school and on to further education.</p> <p>Support pupils to develop their organisational skills and oversee daily uniform provision for pupils without correct attire.</p> <p>Act as a key link for individual pupils and their wider network including parents and social workers.</p> <p>Ensure a safe space for identified pupils during social time as required.</p> <p>Assist with the supervision of pupils out of lesson times, including before and after school and at pupils' lunchtime.</p> <p>Liaise with parents/carers about their concerns for their child and, where appropriate, signpost to behavioural advice, parenting skills and other targeted support opportunities.</p> <p>Maintain an up to date knowledge of the range of external agencies and opportunities that can be accessed to provide extra support for pupils and families.</p> <p>Be aware of and support difference and diversity and ensure all pupils have equal access to opportunities to learn and develop.</p>

	<p>Manage own caseload, planning, delivering and evaluating interventions to support identified pupils.</p> <p>Keep detailed, accurate and secure confidential records of concerns, referrals and actions using the school's information systems.</p> <p>Prepare relevant and accurate information as required for relevant meetings and student reviews or case conferences.</p> <p>Attend any relevant external network meetings to share best practice.</p> <p>Attend and participate in relevant in-school meetings as required.</p> <p>Assist with the coordination and facilitation of counselling services for identified pupils.</p> <p>Contribute to Early Help Assessments as appropriate.</p> <p>Participate in relevant training and other learning activities and performance development as appropriate.</p> <p>Liaise with pastoral colleagues regarding pupils causing concern and signpost to appropriate outside agencies, completing referrals where necessary.</p> <p>Accompany colleagues on home visits as required.</p> <p>Accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group as necessary.</p> <p>Supervise and invigilate exams as required.</p>
	Train and act as a First Aider.
	Undertake any other reasonable activities commensurate with the post as directed by the Headteacher.

This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.

All adults at Hyde High School are expected to:

- actively promote the school's positive and inclusive ethos and values;
- subscribe to the priorities within the School Improvement Plan;
- play a full part in the life of the school community;
- comply with and promote the school's corporate policies including, but not restricted to Health and Safety, Child Protection, Safeguarding and Data Protection;
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check.