



### Job Description

JOB TITLE	Pastoral Mentor
PHASE	Secondary
REPORTING TO	Inclusion Lead

### Job Purpose

To be a member of the Pastoral Support Team and under the direction of the Inclusion Lead, to support the learning, behaviour and wellbeing of students and make a significant contribution to the vision and direction of Plympton Academy. To be an essential part of the team, including SLT, Heads of Year and Head of SEN, that operates to maintain our trust's culture of 'Aspire, Achieve and Respect' in the way that students behave when they are on the school-site. To provide additional pastoral support and intervention alongside the Heads of Year, and year group pastoral staff.

### Duties and Responsibilities

- To promote positive values, attitudes and good student behaviour including addressing students whose behaviour does not meet the expectations within the school behaviour policy.
- To demonstrate a sustained and thorough approach to monitoring student inclusion and behaviour, ensuring that all staff take appropriate and timely action in response to instances of misbehaviour, particularly where significant behavioural expectations have been breached.
- To work collaboratively with colleagues in the pastoral and inclusion support teams to develop and implement intervention strategies for individuals or groups of students, in order to uphold the Academy values of Community, Compassion, Courage and Curiosity.
- To provide additional capacity to the 'on call' team throughout the day, patrolling corridors regularly to keep discipline and order, and identifying 'hot spots' within the Academy.
- To liaise with parents, attend meetings as appropriate, review and update student support plans.
- To support all Heads of Year and work as part of a team to ensure that all students are able to enjoy and fully participate in all areas of Academy life and reach their full potential. In particular, to provide support for young people who are experiencing barriers to their learning.
- To support the assessment and review of the needs and difficulties of young people, using a variety of assessment techniques and finding strategies to overcome these.
- To support and develop young people's potential in a safe and supportive setting.
- To challenge and support students who are not behaving in line with Academy expectations and policy, including uniform. To monitor and review the effectiveness of strategies put in place to support these students.



- To maintain confidentiality as appropriate.
- To ensure accurate and effective record-keeping is concise, effective and meets all policy expectations. To log incidents, interventions and ensure records are filed correctly.
- To administer and monitor student records and ensure these are updated regularly – including student punctuality, attendance and behaviour.
- To escort students on visits as required.
- To supervise students, including small group interventions as necessary.
- To supervise students within the Internal Reflection room during the Academy day, ensuring that student access learning.
- To mentor vulnerable groups of students who are at risk of underachieving.
- To supervise students throughout the day, including before school, break, lunch and after school times.
- To support with the investigation of safeguarding concerns, as directed by the Designated Safeguarding Lead.
- To support with other members of the pastoral team, the day-to-day running and supervision of the Internal Reflection room/area.
- To communicate effectively with parents as required and appropriate to discuss the behaviour and progress of individual students.
- To implement academy policies and practices with due regard to equal opportunities, health and safety and the welfare and learning needs of students.
- To support the Academy mission statement, vision and strategic objectives.
- To attend all relevant and appropriate meetings as documented on the academy calendar/directed time plan.
- One-to-one informal support and care for students as required.
- To assist with the provision of quality reports on individual learners, regarding behaviour and intervention for statutory external agencies and bodies.
- To participate and actively engage with Academy CPD and Think Ahead processes.
- To undertake any other duties commensurate with the post as may be required by your line manager, SLT or Headteacher.

#### Generic Duties relevant to all members of Staff

##### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Goodwin Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.



### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business.
- This may mean undertaking tasks outside of your area of responsibility where required.

### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use.
- Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.



#### Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Pastoral Mentor within Thinking Schools Academy Trust

Name:.....

Signed: .....

Date: .....