

SIR WILLIAM ROBERTSON ACADEMY		
JOB DESCRIPTION		
JOB TITLE: Pastoral Mentor		JEM Number: based on 01-160
REPORTS TO: Headteacher (or nominated person)		
1.	PURPOSE OF JOB: To provide additional support to children who need help to overcome barriers to engagement in education, targeting help to those children who need it most.	
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES	
	i	To participate in the assessment of all children in school in order to identify all those who need extra help in overcoming barriers to learning such as: lack of motivation; disaffection; poor attendance; emotional difficulties; behavioural difficulties; and unsupportive parental/carers attitudes to learning.
	ii	To administer and co-ordinate a referral system for pupils identified for Pastoral Mentor support.
	iii	To work in partnership with others in drawing up and implementing an action plan for each child who needs Pastoral Mentor support.
	iv	To develop a one to one mentoring relationship with children receiving support, aimed at achieving the goals defined in their respective action plans.
	v	To secure positive family support and involvement by maintaining regular contact with families/carers of children receiving support.
	vi	To develop and draw upon knowledge of a range of programmes, activities, courses, opportunities, organisation and individuals to provide extra support for pupils.
	vii	To support the effective transfer of pupil information within school and across schools.
	viii	To be responsible for the induction, and review, of new pupils.
	ix	To implement, and be responsible for programmes of intervention in school, to support pupils in developing coping strategies related to personal problems, behavioural issues, examination stress, decision making, anxiety and relationship issues.
	x	To assist with the tracking of pupil premium indicators and tracking across the whole school.
	xi	To monitor the progress and development of students through evaluation of outcomes from support sessions.
3.	MANAGEMENT OF PEOPLE None SUPERVISION OF PEOPLE None	
4.	CREATIVITY AND INNOVATION Scope for creativity within procedures, for example identifying ways to break down barriers to learning, innovation in dealing with specific child needs.	

5.	CONTACTS AND RELATIONSHIPS Direct contact with Headteacher, teaching and support staff, parents and other professionals. Postholder will be working with a wide range of children, parents, carers, governors and other agencies.
6.	DECISIONS
	a) Discretion Work is carried out in accordance with legislation, child protection, behaviour management, policies and procedures.
	b) Consequences Impact of service on pupil or group of pupils.
7.	RESOURCES Learning materials.
8.	WORK ENVIRONMENT
	a) Work Demands Interruptions are intrinsic to the role without changing its substantive purpose.
	b) Physical Demands Some bending e.g. in a school with children's small desks/chairs.
	c) Working Conditions Work is carried out in a well-ventilated and well-lit school environment.
	d) Work Context Limited, however, postholder may experience some abuse or aggression from contact with pupils/parents/children.
9.	KNOWLEDGE AND SKILLS GCSE Grade 4 or above in Maths and English. Proven track record of working with children for at least one year. Basic understanding of education system or a willingness to learn. Basic computer skills. Good communication skills both written and oral. Ability to understand the needs of the children and set appropriate targets.
10	GENERAL The Headteacher will decide the precise role of the Pastoral Mentor within school, and outline specific responsibilities if the school has more than one Mentor.
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Academy.	
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.	

Equal Opportunities - The postholder is required to carry out the duties in accordance with Academy Equal opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Academy Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]