

Learning Mentor (Pastoral Officer)   
Job Description

**POST HOLDER: Vacancy**

**GRADE: Grade 7 Point 8 – Point 11**

**START DATE: September 2024**

**CONTRACT: Permanent**

**WEEKLY HOURS: 36 hours per week**

**WEEKS PER ANNUM: 39 weeks**

**RESPONSIBLE TO: Pastoral Manager**

**Job Purpose**

Supporting both staff and students to access their learning, contact with families/external

agencies and supporting a range of student activities throughout the school.

Working under guidance, to provide support in addressing the needs of students who

require particular help to overcome barriers to learning.

**Core Tasks and Responsibility:**

There are three key areas responsibility:

* Support for Students/Teachers
* Support for the Inclusion Team
* Support for the School.

**Support for Students/Teachers**

### You have responsibility to:

* Provide pastoral support to students
* Attend to students’ personal needs and provide advice to assist in their social, health and hygiene development
* Assist teachers with behavioural strategies to ensure the implementation of IEPs.
* Support students consistently whilst recognising and responding to their individual needs.
* Encourage students to interact and work co-operatively with others and engage all students in activities.
* Establish productive working relationships with students, acting as a role model.
* Promote the speedy/effective transfer of students across phases and integration of those who have been absent.
* Provide information and advice to enable students to make choices about their own learning / behaviour / attendance.
* Challenge and motivate students, promote and reinforce self-esteem.
* Provide feedback to students in relation to progress, achievement, behaviour and attendance.
* Monitor a targeted set of students with additional needs and/ or an accumulation of behavioural referrals, in order to monitor behaviour, attitude, attainment and attendance.
* Conduct one to one intervention, with a view to strategically remove barriers to learning, whilst encouraging ongoing personal and academic development.
* Support the school to raise aspirations of students and their families, especially encouraging students to consider pathways to university.
* Implement structured mentor programme, by looking at behavioural referrals and support plans with clear goals and action points.
* Work as a key assertive mentor for specifically targeted students.

### Supporting the Inclusion Team

**You have responsibility to:**

* Support with transition to and from Parkside.
* Support students’ access to learning using appropriate strategies and resources.
* Monitor students’ progress against action plans.
* Provide on call, if needed
* Provide isolation cover, if needed.
* Provide homework intervention cover, if needed.
* Provide objective and accurate feedback and reports as required, to staff on students’ achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / records as requested.
* Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
* Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to school and community links.
* Assist in the monitoring and implementation of systems relating to attendance and integration.
* Clerical / admin support including dealing with paper based/electronic/telephone correspondence, compilation / analysis / reporting on attendance, behaviour.
* Lead meetings with parents of a targeted set of students, to discuss progress, and decide specific: reports, plans and targets to a deadline.
* Monitor behavioural referrals daily, setting necessary sanctions, and bringing to the attention of the Director of Pastoral Care for further intervention.
* Monitor and implement identified students’ homework report, to correspond with the parents of a targeted group of students, providing feedback to parents on progress, whilst promoting parental engagement.
* Monitor behaviour around school whilst supporting staff in classrooms to enforce the school’s behaviour policy, giving and enforcing clear sanctions where necessary.

### Support for the School

**You have responsibility to:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support differentiation and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos / work / aims of the school.
* Establish constructive relationships and communicate with other agencies / professionals, in liaison with the Pastoral Team, to support achievement and progress of students.
* Attend and participate in regular meetings.
* Attend targeted parents’ evenings, identified by the Director of Pastoral Care.
* Participate in training and other learning activities as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Undertake planned supervision of students’ out of school hours learning activities, including detentions.
* Supervise students on visits, trips and out of school activities as required.
* Assist and take the lead role in undertaking key research (parental engagement and effectiveness of information) in the interests of the schools’ development.

**Other Duties**

* Undertake professional development as required and participate in the school’s annual professional development programme.
* To comply with the requirements of Health and Safety, other relevant legislation and school policies and to understand and comply with the school’s Equal opportunities Policy.
* Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

**Physical Requirements**

* There are no physical requirements, but the successful candidate is expected to be in good health and capable of working at a workstation and moving around the school site.

**Suggested Hours**

* Working times:

Monday to Friday 8.00am – 3.30/4pm (alternating days) (30-minute lunch to be taken)

**Annual Leave -** All annual leave MUST be taken in school holidays

Learning Mentor Pastoral Officer   
Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| A\*- E GCSE English and maths or equivalent | 🗸 |  |
| **Personal** |  |  |
| A desire and determination to make a significant contribution to the school as a whole | 🗸 |  |
| Must be able to manage own work load effectively and respond swiftly to tight deadlines | 🗸 |  |
| Willingness to share expertise, skills, knowledge and ability to inspire others as a positive role model | 🗸 |  |
| Drive, energy, resilience and a sense of humour | 🗸 |  |
| High expectations of self and of others | 🗸 |  |
| Passionate about their role in a school setting | 🗸 |  |
| Excellent punctuality and attendance | 🗸 |  |
| Ability to work under pressure and to deadlines | 🗸 |  |
| Demonstrate good judgement | 🗸 |  |
| Display an awareness, understanding and commitment to the protection and safeguarding of children and young people. | 🗸 |  |
| Ability to produce required outcomes with minimal supervision |  | 🗸 |
| Involvement in networking and sharing of best practice. |  | 🗸 |
| The ambition to develop each child to his or her maximum potential | 🗸 |  |
| The desire to afford each child the dignity they require to build self-esteem and so to flourish | 🗸 |  |
| Excellent communication skills | 🗸 |  |
| Interpersonal skills which demonstrate an ability to motivate pupils and to convey enthusiasm for teaching and learning | 🗸 |  |
| Have a positive and ‘can do’ approach when solving problems | 🗸 |  |
| Must be able to remain calm in stressful situations and instil this calm when necessary | 🗸 |  |
| Experience |  |  |
| Data analysis and target setting |  | 🗸 |
| Experience of working with others to develop pastoral innovations |  | 🗸 |
| Successful, recent teaching experience in a secondary school | 🗸 |  |
| Proven record of raising standards at all ability levels |  | 🗸 |
| Professional Development |  |  |
| Evidence of substantial recent professional development | 🗸 |  |
| Experience of working with other schools / organisations / agencies |  | 🗸 |
| Knowledge Skills and Aptitude |  |  |
| A sound understanding of the Ofsted framework |  | 🗸 |
| Good ICT skills and data analysis skills | 🗸 |  |
| Experience of using data to effect improvement |  | 🗸 |
| Ability to plan strategically, monitor effectively and evaluate analytically |  | 🗸 |
| Current educational issues especially related to the curriculum |  | 🗸 |

*Parkside Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrate and share this commitment*.

Last review date: September 2023

Next review date: September 2024

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:**

**Date:**