

# Learning Mentor (Pastoral Officer)

## Job Description

|                         |                                   |
|-------------------------|-----------------------------------|
| <b>POST HOLDER:</b>     | <b>Vacancy</b>                    |
| <b>GRADE:</b>           | <b>Grade 7 Point 8 – Point 11</b> |
| <b>START DATE:</b>      | <b>September 2024</b>             |
| <b>CONTRACT:</b>        | <b>Permanent</b>                  |
| <b>WEEKLY HOURS:</b>    | <b>36 hours per week</b>          |
| <b>WEEKS PER ANNUM:</b> | <b>39 weeks</b>                   |
| <b>RESPONSIBLE TO:</b>  | <b>Pastoral Manager</b>           |

### 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 |
|---|-----------|-----------|
| <b>Qualifications</b>   |           |           |
| A*- E GCSE English and maths or equivalent  | ✓         |           |
| <b>Personal</b>   |           |           |
| 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                                 | ✓         |           |
| <b>Experience</b>   |           |           |
| 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  |           | ✓         |
| <b>Professional Development</b>   |           |           |
| Evidence of substantial recent professional development   | ✓         |           |
| Experience of working with other schools / organisations / agencies   |           | ✓         |
| <b>Knowledge Skills and Aptitude</b>  |           |           |
| 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:**

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**Name:**

**Date:**

