



Job Description and Person Specification

Title:	Pastoral Support Mentor
Accountable to:	Pastoral Manager
Accountable for:	<ul style="list-style-type: none">• Provision of timely pastoral care for students who are experiencing stress or anxiety• Upholding the highest levels of behavioural standards during unstructured time• Acting as a point of contact for friendship and emotional wellbeing issues for students• Being a point of contact for parents – escalating to relevant staff as appropriate

General responsibilities

- Safeguard and promote the welfare of every child in school by following the latest requirements of KCSIE
- Guide and mentor students so that targeted, measurable and significant improvement is secured inside and outside the classroom
- Assist with the development and implementation of Pastoral Support plans and Safety Plans
- Establish positive relationships with students and interact with them according to individual needs
- Provide 1:1 support via reflective and restorative practice
- Liaise with Climate for Learning Leaders (CfLL) and teachers and other staff about the needs and progress of students
- Promote punctuality and good attendance to school / lessons
- Support with investigation and management of behaviour issues and incidents
- Liaise with parents regarding incidents as directed by senior staff
- Promote, support and facilitate inclusion by encouraging participation of all students in extra curricula activities and learning
- Promote good behaviour and attitudes in line with established policy and encourage students to take responsibility for their own behaviour
- Set challenging and demanding expectations that promote resilience, self-esteem, social skills and independence both in lessons and forming positive relationships with peers and staff
- Provide support in delivery of specialist interventions, taking a lead where appropriate
- Work closely with the safeguarding team to investigate and manage issues
- Maintain accurate records to support the effective safeguarding of all students
- Maintain positive and productive relationships with parents and carers, as well as with relevant external agencies and colleagues within the school
- Attend relevant pastoral meetings as directed by line managers
- Contribute to the school's development by sharing professional learning, expertise and skills with others, and participating in collaborative learning opportunities.



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- Develop and enhance expertise in supporting students with complex social, emotional and mental health needs by attending training and working alongside relevant internal and external professionals
- Be a reflective practitioner, evaluating and improving own practice in order to have a positive impact on students' development
- Take responsibility for own personal professional development to inform and extend professional practice to secure improvements in student progress

Additional responsibilities may also include:

- Supervision of the Late Room according to rota
- Supporting with uniform issues
- Supporting the Attendance Team to conduct home visits
- Supervision of students who are working off-timetable
- Supervision of Medical Room for short periods
- First response to Where Is My Student (WIMS) alerts by teaching staff

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. These responsibilities may be reviewed at any time with due consultation and will be reviewed every three years as part of the triennial review of staffing and responsibility structures.



Person Specification

E – Essential D - Desirable

Qualifications

- O Level English or equivalent D
- Evidence of continued professional development E

Experience

- Record of highly effective working in a secondary school E
- Pastoral management experience D

Knowledge, Understanding and Skills

- Excellent relationships with young people E
- Knowledge and understanding of social care procedures E
- Knowledge of strategies to support a climate for learning in school E
- Knowledge and understanding of systems of pastoral care and discipline E
- Ability to work effectively with outside support agencies D
- Knowledge and understanding of all matters relating to safeguarding of students E

Personal Qualities

- Excellent communication skills E
- Stamina and capacity to work well under pressure E
- Personality to inspire, enthuse and motivate students E

Attitude and Commitment

A belief in:

- Comprehensive education E
- Inclusion and achievement for all E
- Staff development E
- Partnership with parents E

An ambition to:

- Work collaboratively with a Pastoral team E



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- Ensure all students achieve their potential

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