

Job Title: Pastoral Support Mentor	Pay Scale: PPS5
Normal Place of Work: The Priory Academy LSST	Line Manager: Assistant Headteacher responsible for Behaviour and Welfare
<p>Role Summary:</p> <p>Supervise students in the Pastoral Area and ensure work is provided and is appropriate and help coordinate submission of this work. Provide support for students accessing the Pastoral Area to review and adapt behaviour and reengage with education. Complete relevant administration tasks to support the Academy Pastoral System including contributing to PSP and EBSA support plans.</p>	

DUTIES AND RESPONSIBILITIES

Key Responsibilities

- To carry out work on behalf of the SLT lead for behaviour and welfare, in relationship to the supervision of students accessing support in the pastoral area.
- To carry out relevant administrative tasks to support the students accessing the pastoral area and the Academy pastoral system.
- Implementing and maintaining confidential information including data, filing system, archiving, and retrieval and disposing of student information as appropriate.
- Monitor completion of lesson registers and communicate with teaching staff to follow up any missing registers.
- Promote development and learning (physical, emotional, educational and social). Have familiarity with all relevant student information; promote fostering growth, self-esteem and independence.
- Support those with specific needs to follow the behaviour and attendance policy/policies within the federation that support the welfare and education of the students.
- Maintain accurate records for students using the pastoral area.
- Update the academy information management systems with punctuality, attendance and Attitude to Learning details, and other relevant reports to support Heads of Year and Pastoral Managers.
- Monitor parent/carers engagement with Satchel One system and send parental communications where required.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none"> • Head Teacher, SLT and all Trust staff 	To ensure a high quality service is provided that meets the needs of the Trust.
<ul style="list-style-type: none"> • Parents and Students 	
<ul style="list-style-type: none"> • Visitors 	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Pastoral Support Mentor

		Essential	Desirable	How assessed
QUALIFICATIONS				
1.	GCSE English and Mathematics Grade A-C or equivalent	X		AF / Cert
2.	Level 2 IT qualification /experience or equivalent	X		AF / Cert
3.	NVQ 3 qualification or working towards	X		AF/Cert
4.	Proficient in the use of email and the internet	X		AF/Cert
KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)				
5.	Confidentiality ability to work with all confidential and sensitive data	X		AF/IV
6.	Experience of working in an education setting		X	AF/IV
7.	Able to prioritise tasks effectively, coping with conflicting demands and displaying flexibility	X		AF/IV
8.	High standards of accuracy and attention to detail	X		AF/IV
SKILLS AND ABILITIES				
9.	Ability to use IT at a level commensurate with job role	X		AF/IV/AT
10.	Ability to work on own initiative and as part of a team	X		IV/R
11.	Good planning and organisational skills	X		IV/R
12.	Excellent oral and communication skills	X		IV/R
13.	Professional and responsive attitude and behaviour towards colleagues	X		IV/R
14.	Ability to motivate and develop self	X		IV/R
15.	Commitment to equality, diversity and inclusion	X		IV/R

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....