

## **JOB DESCRIPTION**

**NAME:**

**POST:** Pastoral Support Mentor

**RELATIONSHIPS:**

The post holder is responsible to the Vice Principal & Assistant Vice Principal in all matters relating to this post.

**PURPOSE:**

- The role of a Pastoral Support Mentor is to support the learning process. Primarily this includes working with individuals and/or small groups to resolve difficulties causing concern as quickly as possible so as to promote learning at all times.
- To work with the all colleagues to ensure and promote effective behaviour support throughout the school for all pupils to improve learning outcomes.
- To provide daily support to pupils to promote good behaviour for learning.
- In conjunction with senior leaders, review, monitor and implement development on the whole school Behaviour Support policy.
- To set targets and create strategies to improve behaviour for learning for individual pupils.

**MAIN DUTIES AND RESPONSIBILITIES:**

To support pupils and teachers to:

- Promote whole Academy ethos as encapsulated in the Academy mission statement
- Organise and support with pupil rewards and sanctions as requested
- Liaise with parents regarding behavioural issues as required in consultation with the Lead Pastoral Support Mentor and Senior Leaders
- Respond to requests from teaching staff for assistance/support with pastoral support issues
- Respond through proactive intervention
- Offer advice and support for colleagues to resolve issues faced by pupils
- Assist with supervision during break and lunch times
- Monitor and analyse data to further improve individual pupils' behaviour patterns
- Ensure accurate records are kept and monitored, of all behavioural issues and trends
- Promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.

#### Behaviour Support:

- To maintain daily records of all incidents in conjunction with the the Lead Pastoral Support Mentor
- To meet with Teachers to monitor behaviour patterns throughout the School to ensure a proactive approach to support pupils
- Monitor and review the Behaviour Support Policy in conjunction with Senior Leaders
- To have oversight of monitoring and implementation of rewards and sanctions.

#### Support the academy through:

- Maintaining positive consistent working relationships with colleagues, supporting them in line with your role and responsibilities
- Keeping colleagues informed about aspects of your work and schedule which may affect the support you can give them
- Contributing to effective team practice
- Providing positive feedback to team members
- Recognising the strengths that each team member brings
- Working effectively with other professionals and developing an understanding of their role
- Providing other professionals with information to allow them to carry out their role
- Providing reports on pupil progress for review purposes
- Attending review meetings when required
- Complying with all Academy policies, including expectations for confidentiality
- Developing your effectiveness in a support role through updating your knowledge and skills and seeking and taking account of constructive feedback on your performance
- Identifying and agreeing personal development objectives with the line manager
- Making effective use of the development opportunities available to you

**This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.**

## **ARRANGEMENTS FOR PERFORMANCE MANAGEMENT**

Performance Management will be carried out on an annual basis and be related to the responsibilities outlined on the job description. This is done within the context of the "GROW" coaching model and all staff are expected to use this opportunity to develop professionally in raising standards throughout the school.

The post holder will be provided with induction support covering the basics of the job and the context of the work. If appropriate this may be followed by attendance at a structured formal induction course.

The post holder will be provided with a school mentor/ line manager or other experienced staff member who can be consulted for guidance.

The Performance Management meeting will evaluate achievements, agree areas for development, set appropriate targets and examine potential training, requirements, changes and actions to be taken.

**NOTES:**

**This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.**

**Post Holder: ..... Date:.....**

**Principal: ..... Date: .....**

**THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974**

**NIGEL BOWES ACADEMY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN. RIGOROUS CHECKS WILL BE MADE OF THE SUCCESSFUL APPLICANT'S BACKGROUND CREDENTIALS, INCLUDING ENHANCED DBS CHECKS.**