

**ATTLEBOROUGH ACADEMY  
JOB DESCRIPTION**

**SENIOR STUDENT SUPPORT MENTOR**

<b>Line Manager Job Title</b>	Director of Student Support
<b>Salary:</b>	Scale 18 to 22 of the SET Support Staff Scale FTE Salary: £30,559 to £32,654 per annum Pro-rata salary: £27,565 to £29,991 per annum
<b>Tenure</b>	Permanent
<b>Contract Type</b>	Term Time plus one week
<b>Hours Per Week</b>	39

**THE POST**

Attleborough Academy is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Senior Student Support Mentor.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of a Senior Student Support Mentor are:

- Can use ICT effectively to support the learning and the use of other technology;
- Full working knowledge of the National Curriculum and other relevant learning programmes;
- Understanding of principles of child development and learning processes;
- Ability to self-evaluate learning needs and activity seek learning opportunities;
- Ability to relate well to children and adults;
- Work constructively as part of a team, understanding classroom roles and responsibilities and their own position within these;
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;

- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Self motivated and able to motivate others;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges;
- Flexibility to work outside normal hours and days when necessary.

The qualifications and experience required of a Student Support Mentor are:

<b>Essential</b>	<b>Desirable</b>
English/Literacy and Maths/Numeracy qualifications at Level 2 or equivalent	Other relevant qualifications e.g. Foundation Degree in Education
NVQ3 or equivalent in teaching assistance or equivalent experience	NVQ in Supporting Teach and Learning
Educated to at least Level 3	Training in Literacy/Numeracy strategy and/or in a particular curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, Maths or English
Experience of working with children of the relevant age in a school, college, care, health service, social care or youth environment	

## **JOB SPECIFICATION**

### **General Responsibilities**

In liaison with teaching/senior staff and/or the SENCO, the Senior Student Support Mentor is responsible for working with individual students and/or groups of the relevant Key Stage to support and improve their access to and attitudes to learning and progress.

The Senior Student Support Mentor will line manage the Student Support Mentors attached to the year groups within the relevant Key Stage and will work closely with the Head of Key Stage to support and improve designated students' behaviour, attendance and wellbeing. The successful candidate will also be trained in the role of an Alternate Designated Safeguarding Lead.

### **Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

1. To plan and carry out learning activities, both with the teacher/SENCO and independently with small groups of students under the teacher's guidance, adjusting the activities according to student responses.

2. The Senior Student Support Mentor will assist in staffing both the Inclusion Room and Vulnerables Room throughout the day.
3. To monitor designated student responses (in their Key Stage) to learning activities and provide detailed and regular feedback to teachers on student progress and to provide feedback to the student under the guidance of relevant teachers.
4. To help prepare and maintain an orderly and supportive environment in classrooms and throughout the Academy including assisting with learning activities, setting up required equipment/resources where appropriate and assisting with supervisory duties.
5. To administer intervention packages, specialist tests and undertake related marking of students' work ensuring that pastoral interventions have a high level of impact on modifying and correcting the behaviour of individual students in the long term.
6. To assist with the supervision of students out of lesson times, including before and after school and accompany teaching staff and students on visits, trips and out of school activities as required.
7. To promote excellent student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their personal behaviour. Should these incidents involve any form of abuse of equal opportunities, to ensure those involved understand that it is unacceptable.
8. Through directly liaising and supporting the relevant Head of Key Stage, to support and develop students in their Key Stage who are showing persistent or high-level concerns in their behaviour, attendance and wellbeing.
9. To monitor and lead on School Attendance Panels to support identified students within the Key Stage to attend school regularly and punctually.
10. To be trained as an Alternate Designated Safeguarding Lead to support the work of the DSL in maintaining the safety of those students in the relevant Key Stage.
11. To lead on the Personal Education Plan (PEP) meetings for designated students making sure that relevant SMART targets are set in conjunction with the SENCO and relevant teaching staff for the Looked after Children within the relevant Key Stage. To attend the Looked after Children (LAC) meetings for students in the relevant Key Stage.
12. To foster and maintain constructive and supportive relationships with parents and carers, exchanging appropriate information, facilitating their support for the child's behaviour, attendance, progress, access and attitude to learning and supporting home to school community links.
13. To provide support and assistance for students' pastoral needs. If required, this may include help with dressing, caring for sick, injured or distressed students, giving first aid/medicine or accompanying a student to a health centre or hospital as necessary.
14. To be aware of and comply with policies regarding safeguarding, health and safety, confidentiality, data protection and equality in the workplace and complete all mandatory training around these topics.
15. You may be required to attend to the personal and social needs of students and any other special requirement depending on the nature of the student's special needs and, wherever possible, making these part of the learning experience.
16. To provide physical support and maintain personal equipment used by the students at the Academy.
17. Through liaising with the Director of Student Support, to make referrals to outside agencies where students in the relevant Key Stage require extra interventions that are more than the Academy can provide.
18. To assist teachers by receiving instructions directly from the professional or specialist support staff involved in the student's education and assist with programmes or

special care under the direction of the appropriate specialist. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.

## Specialist Duties

Senior Student Support Mentors will line manage the Student Support Mentors attached to the relevant years in the Key Stage.

They will work closely with the relevant Head of Key Stage to support and improve designated student behavior, attendance and wellbeing as well as supporting their academic progress.

The postholder will be required to comply with the Trust Code of Conduct. The postholder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The postholder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

## HOURS OF WORK

Paid Weeks Per Year	Term Time plus one week
Hours Per Week	39
Normal Working Pattern	08.00 to 16.30 Monday to Thursday 08.30 to 16.00 Friday
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Annual leave entitlement	Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week. There is no entitlement to take holidays during term-time.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

## REMUNERATION

- Points 18 to 22 of the Support Staff Salary Scale
- FTE Salary: £30,559 to £32,654 per annum
- Pro-rata salary: £27,565 to £29,991 per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at **20.30%** and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

## MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

### **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

### **PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.