

Job Description

Job Title: Sixth Form Pastoral Mentor

Location: Jane Austen College

Job title	Sixth Form Pastoral Mentor
Salary Scale	Scale E
Hours of Work	Part time – 22 hours per week
Weeks Worked	Term time plus one week (39 weeks)
Responsible to	Head of Sixth Form
Location	Jane Austen College

Main purpose of the role

- To hold regular pastoral mentor meetings with sixth form pupils.
- To develop and maintain effective and supportive relationships with the pupils they work with.
- Have a calm, clear and consistent approach to working with young people.
- Provide a complementary service throughout the school that enhances existing provision in order to support learning and encourage social inclusion.
- Work within an extended range of networks and partnerships to broker support and learning opportunities and improve the quality of support for our young people.

Organisational relationships

- Responsible to the Head of Sixth Form
- Direct liaison with a range of stakeholders including teachers, parents, pupils, medical professionals and other Inspiration Trust staff.

Principal accountabilities and responsibilities

Overall	<ul style="list-style-type: none"> • To provide mental health and wellbeing support to pupils. • To support learning and personal development through their interaction with pupils. • To plan individual, and potentially group, mentoring programmes which provide a range of strategies that will motivate, challenge and empower young people and promote positive learning behaviours. • To develop, agree and implement support and well-being agreements with individual pupils and those involved with them. • Support children and young people to manage transitions in their lives. • Respond to the needs of children and young people who have experienced trauma. • To work proactively to prevent bullying, in line with the college’s anti-bullying policy and also work to address incidents of bullying, in line with the college’s policies and procedures. • To provide academic support, including study skills and personal statement guidance. • To liaise with parents/carers to ensure the safety of pupils.
----------------	--

	<ul style="list-style-type: none"> • To take on additional responsibilities within the sixth form as directed by the Head of Sixth Form. This could include supporting open evenings and having a form group. • To work alongside the sixth form pupil wellbeing group. • Undertake other similar activities that may fall within the grade and scope of the post as directed by the Principal or line manager.
Safeguarding	<ul style="list-style-type: none"> • Fully commit to the safeguarding agenda • To attend regular training as and when required to ensure a full understanding of safeguarding topics and priority issues.

Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main

expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • First degree or equivalent 	<ul style="list-style-type: none"> • Qualification/certificate in counselling/mental health or similar
Experience	<ul style="list-style-type: none"> • Successful experience providing pastoral support • Previous experience working with young people in a school setting or similar • Safeguarding training 	<ul style="list-style-type: none"> • Experience providing one-to-one mental health support for 16-19 year olds
Skills, Knowledge	<ul style="list-style-type: none"> • Able to motivate and inspire young people of all ages to improve their behaviour and have the highest aspirations • Able to make decisions, identify and solve problems based on thorough analysis and sound judgement. • Excellent interpersonal, written and oral communication and presentation skills. • Strong organisational skills. • Able to work independently and be proactive. • Able to deliver presentations and represent the sixth form at recruitment events. • A professional and highly motivated individual who is a strong team player. • A person who is respectful towards all pupils, with an unshakable belief in their entitlement to the highest equality education and ability to achieve, whatever their personal circumstances. 	

