**STUDENT ENGAGEMENT MENTOR**

**JOB DESCRIPTION**

Hours of work: 36 hours a week,Monday-Friday 8:15am-4:15pm

Salary: H4

Reports to: ENGAGEMENT LEAD (WITH FOCUS ROOM COORDINATION)

**Job Purpose:**

To increase the engagement, progress and wellbeing of identified students — particularly those from disadvantaged backgrounds (e.g. eligible for Pupil Premium funding) and other key focus groups identified through school data (e.g. specific ethnicity groups, those with SEND or vulnerable students).

The role will combine structured pastoral mentoring and engagement work with families, outreach, data tracking, and collaborative work with colleagues and external agencies. Depending on school priorities, the successful candidate may be directed to focus primarily on either behaviour or wellbeing mentoring, targeted academic or wider school engagement. The focus will be clarified on appointment and reviewed through line management.

### Main Responsibilities:

#### Pastoral Mentoring and/or Behaviour Support

* Provide pastoral support to students, fostering emotional, behavioural and social development.
* Facilitate 1:1 and small group mentoring sessions with identified students, building productive relationships and offering support, respectful challenge, and motivation for positive change.
* Lead a structured mentoring programme for an identified groups of students with a clear focus. Examples may include:
	+ Students who have received a one-off Internal Exclusion
	+ Recidivist students with repeated behavioural incidents.
	+ Vulnerable students requiring ongoing check-ins.
	+ Academic mentoring of children from disadvantaged backgrounds
* Design and deliver bespoke group workshops. Examples of topics that might be covered include: emotional regulation, anger management, self-esteem and social skills.
* Use data to assess student needs and track the impact of interventions.

#### Engagement and Academic Progress of Target Groups

* Use attendance, academic tracking and behaviour data to identify barriers and plan support for Pupil Premium students and other key underachieving groups (e.g. identified ethnicity groups).
* Work closely with Pupil Premium Progress Leads, the EAL Coordinator, teaching staff and pastoral teams to identify and respond to student needs.
* Liaise with parents regularly to build engagement, especially where attendance, academic progress or home-school relationships require support.
* Promote and monitor participation in enrichment activities, school visits and extracurricular opportunities.
* Actively promote experiences that develop cultural capital (e.g. employer/university visits, external programmes).

#### Internal Exclusion, Hubs and Safe Spaces

* Administer and supervise the Internal Exclusion base, mentoring hubs, and the Focus Room on a rotational basis.
* Maintain high standards in the physical environment of student hubs — displays, cleanliness, resources, and communication boards (including regular updates to the Whole School Message Board).
* Manage record-keeping systems for all interventions and hubs and prepare reports on student progress and hub activity when requested.

#### Family and Outreach Support

* Conduct home visits alongside SSLT members as needed.
* Support students attending off-site placements or host schools.
* Support administrative tasks such as contacting parents of Pupil Premium students for school events (e.g. Parents’ Evenings, Tutor Meetings), and assisting with logistical challenges (e.g. childcare).

### General Requirements

* Act as a role model, upholding and promoting the school’s high standards and behavioural expectations at all times.
* Develop respectful, empathetic and professional relationships with students while maintaining high expectations.
* Maintain accurate records and data on mentoring, engagement, and family contact.
* Communicate effectively with families, colleagues and external agencies.
* Attend staff CPD and Student Support Leadership Team (SSLT) meetings as required.
* Take responsibility for personal professional development and participate in relevant training.
* Maintain confidentiality and comply with safeguarding, health and safety, and data protection policies.
* Carry out other duties appropriate to the role as reasonably requested by a line manager.
* To support students during the school break time and lunch time, in lieu of alternative personal breaks, as directed by the line manager.

**STUDENT ENGAGEMENT MENTOR**

**PERSON SPECIFICATION**

### Person Specification

The successful candidate will play a pivotal role in supporting the progress, welfare, engagement, and overall academic and pastoral needs of students, particularly those referred to work in our various hubs. They will bring a blend of empathy, consistency, and high expectations to their work with some of our most vulnerable or disengaged young people. This post would suit a suitably qualified youth worker, social worker, mentor, or someone with strong experience working with children and young people, particularly in education or related settings.

### Qualifications

* English and Maths to GCSE level or equivalent (Essential)
* A relevant professional qualification (Desirable)
* Evidence of recent and relevant professional development
* A willingness to further develop professional expertise and respond to the evolving needs of the role

### Experience and Knowledge

* Successful experience of working with children or young people; ideally in an educational or youth-focused setting
* An understanding of inclusive education and how to remove barriers to engagement for disadvantaged or vulnerable students
* Awareness of Special Educational Needs, mental health challenges, and behavioural issues faced by young people
* Understanding of the importance of lesson planning, learning objectives, and structured support in promoting student success
* Familiarity with how to organise and deliver effective 1:1 mentoring, group sessions, or structured student interventions
* Commitment to the ethos and values of Nower Hill High School, including high expectations, diversity, and student wellbeing

### Skills and Abilities

* Commitment to inclusion and a belief that all children can succeed
* Enthusiasm for working with students in a co-educational, multicultural comprehensive school
* Strong interpersonal skills and the ability to build positive, professional relationships with students, families (including those who are hard to engage), and colleagues
* The ability to maintain firm and consistent boundaries, while demonstrating care and empathy
* Resilience, adaptability, and a proactive, solutions-focused mindset
* Calm under pressure, with the emotional intelligence to respond sensitively to a range of student needs
* Excellent communication skills – both oral and written
* Highly developed listening skills and the ability to connect meaningfully with young people
* Competent in the use of IT for communication, planning, and record-keeping
* Organised, reliable, and practical, with excellent punctuality and attendance
* Able to work independently and use initiative while contributing effectively as part of a team