



“Reducing Barriers to Expand Horizons”

Job Description: Student Mentor

Woodeaton Manor School is a Foundation Special School located four miles to the Northeast the city of Oxford. The school serves young people aged 7 to 18 with Social, Emotional and Mental Health Difficulties (SEMH) and where many also have a diagnosis of Autism Spectrum Disorder (ASD).

Job Purpose:

To provide mentoring support for students:

- Supporting students to access lessons and engage in learning

Strategic Role:

- To provide clearly defined, time limited student mentoring support.
- To collaborate with fellow professionals in developing effective strategies for students
- To report on the outcomes of each case
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Mentoring:

- To use a variety of methods and approaches to meet the range of pupils' needs and ensure equal opportunity for all pupils.
- To develop pupils' independence to take responsibility for their own learning
- To set high expectations for all pupils
- To use positive management of behaviour and de-escalation techniques in an environment of mutual respect which allows pupils to feel safe and secure, to promote their self-esteem.
- To consider the needs of all pupils within lessons and to implement specialist advice to maximise accessibility to the taught lesson
- Supporting students with a trauma-informed approach
- To plan and implement programmes to support students' academic social, emotional and mental health needs.

Subject Knowledge and Understanding:

- To keep up to date with research and developments in mentoring

Monitoring, Assessment, Recording, Reporting and Accountability:

- To be responsible for the processes of referral and identification of students who require mentoring.
- To contribute towards the formulation and subsequent implementation of pupil's documentation including the ILPs and EHC plans as detailed in the current Code of Practice, particularly the planning and recording of appropriate actions and outcomes related to set targets.
- To assess pupils' work as required

- To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful, and accurate reports to parents/carers and other professionals.

Professional Standards & Development:

- To be an outstanding role model to pupils through personal presentation and professional conduct
- To co-operate with the Governors and the SLT in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other person who may be affected by their acts or omissions at work.
- To be familiar with the school handbooks and support all the school's policies.
- To establish effective working relationships with professional colleagues and associate staff
- To strive for personal and professional development through active involvement in the school's appraisal process
- To consult effectively with parents/carers and with other agencies with responsibility for pupils' education and welfare
- To undertake any reasonable task as agreed with the curriculum area as agreed with the Headteacher or SLT
- To be familiar with the current SEND code of practice
- Perform any reasonable professional duties as directed by the Headteacher or other SLT.

Pastoral Care Responsibilities:

- Responding to all issues of safeguarding following the school policy
- Ensuring the confidentiality of all pupil information and data

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations.

Employee's
signature.....
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Print name.....
Date.....

Ref: Office: Personnel: Job Descriptions: Student Mentor 2024