



Exmouth
Community
College
Academy Trust

Job Pack

Student Support Mentor

Fixed Term

NJC Grade D (SCP 7 to 12)

Closing Date: 7th November 2024 at 10.00am

Interview Date: 14th November 2024

Exmouth Community College, Gipsy Lane, Exmouth, Devon. EX8 3AF

www.exmouthcollege.devon.sch.uk

Headteacher: Tom W. Inman BSc, PGCE, NPQH, MTeach

Job Description

Title:	Student Support Mentor
Contract Type:	Fixed-Term – Maternity Cover
Start Date:	ASAP
Expected End Date:	4 th November 2025
Grade:	NJC Grade D (SCP 7 to 12)
Salary:	£20,804 – actual starting salary per annum Annual progression to top of the Grade D (£22,626 actual salary per annum)
Hours:	37 hours per week x 39 weeks of the year (term time only plus 5 non-pupil days) Monday to Thursday 8.00am – 4.00pm & Friday 8.00am – 3.30pm (includes a daily 30 minute unpaid break)
Reporting to:	Assistant Headteacher (Progress and Intervention)
Responsibility for:	No line management responsibilities

Purpose of the Job

To work closely with the Assistant Headteacher (Progress and Intervention) and provide individualised support to students who are eligible for Pupil Premium funding.

This is a busy job requiring the successful candidate to work across the school, meeting with students, teachers and support staff to implement strategies to support students to develop their academic progress.

Characteristics of the Team

The Pupil Premium team consists of independent and creative thinkers who are able to contribute ideas to the team. Working with our most disadvantaged students, we have a passion for putting the student at the heart of what we do and strive to think outside the box when adapting and implementing provision for the students in our care.

We are an energetic and hardworking department who put a great deal of effort into getting the best for our students. Often in challenging situations, you will be liaising directly with students and their families directly to develop relationships with students, parents and carers. You will also need to be able to work alongside pastoral teams and other departments to seek the best outcome for students to support their education.

If you are able to bring new ideas, energy and passion to developing the best outcomes for students then we would welcome an application from you.

Key Responsibilities

- Support all students eligible for Pupil Premium both academically and pastorally to ensure they make at least expected progress.
- Liaise with staff and departments.
- Actively promote the progress and development of disadvantaged students.
- Initiate and coordinate Pupil's Educational Plans
- Assist in providing a link between the College and parents/carers, including direct communication such as meetings/telephone calls and home visits as appropriate and when safe to do so.
- Assist in administrative duties related to supporting students eligible for Pupil Premium including attendance and behaviour.
- Monitor student progress through the use of data and tracking in conjunction with the Data Manager/Assistant Principal.
- Assist the Assistant Principal for Progress and Intervention in observing/supporting students within identified lessons and interventions.
- Assist in the coordination of and contribute to the tracking of interventions for student eligible for Pupil Premium, including entitlement.
- Attend multi agency meetings on behalf of the College including leading and coordinating the completion of TAFs for Early Help plans and PEPs for Children in Care.
- Mentor and coach students who are eligible for Pupil Premium.
- Any other duties commensurate with the grading of the post as may be required.

Working Conditions

- Normal office environment with occasional exposure to weather conditions if crossing sites.

Physical Demands

- Light – Involves walking or standing to a significant degree, exerting negligible amount of force to move objects.

Person Specification

Attributes will be assessed via the application, certificate, interview, assessment, observation and references

Attributes	Essential	Desirable
Qualifications		
GCSE English and Maths at Grade B / Level 2 qualification or above, or equivalent training / experience	✓	
Evidence of relevant Continuing Professional Development		✓
Experience		
Working with or caring for children aged 11 - 19	✓	
Working with or caring for disaffected children aged 11 - 19		✓
Working effectively within a school environment		✓
Skills and Knowledge		
Organised, able to prioritise workload and meet deadlines whilst maintaining accuracy under pressure	✓	
Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach	✓	
Ability to work actively, productively and flexibly as part of a team	✓	
Confident user of ICT, including Microsoft Office packages	✓	
Excellent written skills and ability to communicate effectively with people at all levels in a professional and sensitive manner	✓	
Awareness and understanding of data protection and confidentiality	✓	
Use of SIMS and CPOMS (training will be provided)		✓
Personal Qualities		
Ability to relate well to children, young people and adults	✓	
Ability to inspire, support and energise others to achieve a common purpose	✓	
Determination to follow the team's strategic direction through, even when coming up against barriers and problems.	✓	
Confident when speaking to families on the phone or face to face to seek solutions to problems.	✓	
Ability to engage and enthuse young people to believe in their own potential and see personal goals as achievable	✓	
Holds extremely high expectations of young people	✓	
Proactively generates positive working relationships	✓	
Adaptable, flexible and creative	✓	
Creative thinker, willing to share ideas and express opinion	✓	
Enthusiastic and motivated	✓	
Problem solver, analytic and strategic thinker	✓	

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards

- Demonstrate and promote good practice in line with the ethos of the College