

JOB DESCRIPTION	
SCHOOL	Reculver CEP School
JOB TITLE	Wellbeing and Nurture Mentor
GRADE	APL C
REPORTS TO	Headteacher
DATE	January 2025

Main purpose

To work within the Wellbeing and Inclusion Team to provide support and guidance to children and young people who are experiencing difficulties in learning due to social, emotional or behavioural problems or other issues.

Duties and responsibilities

Specific Responsibilities:

- To promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist their education and growth.
- To support the physical and emotional well-being of pupils through Nurture interventions, including breakfast and afternoon nurture sessions.
- To promote and support inclusion for all children including pupils with SEN, EAL and those with a physical disability.
- To build and maintain positive and professional relationships with pupils, treating all children consistently, with respect and consideration.
- To help develop pupils' confidence and self-esteem through listening to them and devising appropriate programmes of support.
- To implement individual programmes for specific pupils under the guidance of the Headteacher, Director or Wellbeing, Inclusion Manager, SLT or outside agencies.
- To develop and agree action plans for individual pupils and groups of pupils.
- To liaise with the Headteacher, SLT, class teachers and parents regarding the support in place for pupils.
- To work alongside adults to model how to support pupils in the classroom, playground or in a 1:1 setting.
- To use the Boxall Profile to support underperforming learners in identifying issues which are creating barriers to learning and help them in beginning to address these barriers.
- To support teachers to use Boxall Profile identifying specific strategies for them to use to support children and classes.
- To analyse data within Boxall Profiles to identify whole school approaches.
- To complete Forest School Practitioner Level 3 Training in order to provide interventions and work with the current Forest School Lead for the development of resilience and independence.
- To work alongside the Year 6 teaching team to identify children who require support pupils with the transition to secondary education.
- Be familiar with, and comply with a full range of policies and procedures relating to safeguarding, health & safety and confidentiality.
- Ensure all concerns are reported on Bromcom
- Work collaboratively with colleagues and build and maintain professional and positive relationships.

'They will soar on wings like eagles.' Isaiah 40:31



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- Strive to continually develop practice through taking on feedback and seeking out CPD opportunities.

Record keeping

- Maintain accurate records of interventions and relevant meetings
- Facilitate the transfer of relevant pupil information inside and outside the school
- Complete relevant paperwork required by external agencies

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent), and our child protection and health and safety policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust, ensuring an environment that empowers pupils to achieve their highest potential.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

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Person specification – Family Liaison Officer

CRITERIA	QUALITIES	ESSENTIAL OR DESIRABLE
Qualifications and training	<ul style="list-style-type: none">To have qualifications in Maths and English GCSE, grade C or above or equivalent.	Essential
	<ul style="list-style-type: none">To have the ability to communicate using standard English	Essential
	<ul style="list-style-type: none">To have basic ICT skills for record keeping and completing referral forms to outside agencies.	Essential
	<ul style="list-style-type: none">Ideally to have completed ELSA training	Desirable
Experience	<ul style="list-style-type: none">Experience working in a school environment or other educational setting	Essential
	<ul style="list-style-type: none">Experience working with children / young people with additional needs (e.g. special educational needs (SEN) and disabilities, behavioural needs, mental health needs)	Desirable
	<ul style="list-style-type: none">Experience supporting and working with parents of young people	Desirable
	<ul style="list-style-type: none">Experience working with colleagues and external stakeholders (e.g. from external agencies)	Desirable
	<ul style="list-style-type: none">Experience of keeping good written records	Essential

<p>Skills and knowledge</p>	<ul style="list-style-type: none"> • Professional and honest • Positive and nurturing • Have an understanding of attachment and trauma • Ability to relate to young people and act as a positive role model • Excellent interpersonal skills • Effective listening skills • A non-judgmental approach • Excellent communication skills (both written and verbal) • Resilience- the ability to remain calm and work well under pressure • Excellent use of initiative and quick thinking • Ability to work creatively and collaboratively • Flexible and open to change • Good organisational skills • Problem solving skills 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Patient and calm • Wants to provide the best possible opportunities for all pupils • Organised, good time management skills, proactive and self-motivated • Ability to work under pressure and prioritise effectively 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Signed (Employee): Dated:

Signed (Headteacher): Dated: