

Year Group Mentor



Job Description

POST:	Year Group Mentor
START DATE:	ASAP
RESPONSIBLE TO:	Assistant Principal
SALARY:	SCP 19 - 23 (FTE £29777 - £32076) Actual £25612 - £27590
LOCATION:	Oasis Academy Sholing, Southampton
WORKING PATTERN:	Full time – 37 hours per week.
DISCLOSURE LEVEL:	Enhanced

THE APPLICANT WILL:

- Complement the professional work of the Head of Year in line with the inclusive ethos of Oasis Academy Sholing.
- Act as the key line of communication between home and the Academy and to provide additional support to the Head of Year role.
- Lead of specific areas of personal, health and social wellbeing projects for students, including the Restorative Practice ethos.
- Work aligned to the Head of Years for each Key Stage acting as the direct link between educational achievement and behaviour.
- Liaise with the Attendance Officers in relation to understanding key groups of students who are non-attendees and to have an awareness of the impact upon educational achievement.
- Enable and empower parents and students to adhere to the Oasis Academy behaviour policy.
- Collate and collect evidence for the chronological purposes of observing trends in behavior patterns with Key Stages.
- Identify those students, in a preventative manner, whose behaviour requires additional support and feedback to Heads of Year.
- Report to ALT /SENDCo in relation to students requiring additional support and to actively review the systems for returning students to learning.
- Report back to ALT on the Restorative Justice system, whilst keeping correct and timely procedures for monitoring the effectiveness of the system.
- Liaise with parents and staff on the progress and outcomes of the Restorative Justice practices in a timely and efficient fashion.
- To work with groups of students, identified as vulnerable or underachieving, to maximize their academic potential and focus reaching national expectations.
- To play a key role in Safeguarding of students whilst attending Oasis Academy Sholing.

Job Description

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- To have an awareness of emotional literacy and the impact this has on academic achievements.
- To lead on projects, in an innovative manner, designed to re-engage those students disenchanted with education.
- To have a sound understanding of the procedure of direct on-site provision and alternative provision and how this affects Oasis Academy Sholing as a whole and in individual year groups.
- To advocate for students with additional needs requiring additional support to outside agencies and professionals.
- To have a sound understanding of the educational achievements and expected progress of each Key Stage, whilst being aware of how each individual student aligns to this.
- Key Stage 3: To play a part in the transition of students from year 6 and beyond. To support those most vulnerable students in transition packages in line with outside agencies and Oasis Academy Sholing.
- Key Stage 4: To play a vital part in the reduction of NEET figures by liaising with Careers, Heads of Year and Parents.
- To liaise with Head of Year on individual students, as well as supporting raising the educational attainments of individual year groups through a focused communication and awareness of the Key Stage as a whole.
- To collate and maintain regular record keeping and report taking on behavior within school. Restorative Justice, mediation and sanctions/rewards.
- To act as a point of communication for Head of Year and parents and students.
- To support evidence collection of behaviour with students for SENDCo and have an awareness of how this fits within the procedures of Integrated Assessments for Education, Health and Care Plans.
- Recognise opportunities for further professional development at Oasis Academy Sholing.
- Ensure commitment and enthusiasm working with the Student Service team.
- Support hard to reach parents to enable their children experience broad and balanced curriculum.
- Have developing subject knowledge and understanding of current developments.
- Effectively inspire students and improve achievements.
- Be focused consistently, inspiring confidence and commitments from students and colleagues.
- To co-ordinate joint planning and effective sharing and good practice.
- Have ambitious aims for the role and its relevance to the students attending Oasis Academy Sholing.
- To hold a first aid certificate and provide cover for the medical and wellbeing area as required.
- To complete all other reasonable tasks as directed by the Principal or Line Manager.

SUPPORTING THE SCHOOL

- To support the aims, values and policies of the Academy and participate in a team approach to all aspects of the Academy.
- To attend and contribute to regular staff meetings and in service training, and identifying personal development needs.
- To comply with all policies, procedures and working practices relating to safeguarding young people (Child Protection, Health and Safety, Confidentiality and Data Protection).

ADDITIONAL DUTIES

- The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

SAFEGUARDING

- To contribute to the development of students' emotional wellbeing.
- To adhere to the Academy's safeguarding policy.
- To attend relevant training and keep up to date with the National requirements.

Oasis Academy Sholing are committed to safeguarding and promoting the Welfare of young people and expect all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Person Specification



ESSENTIAL

DESIRABLE

Qualifications

Appropriate academic qualifications to at least GCSE grade A-C / 9-4 standard in English and Maths	A qualification in Health and Social Care or Child Development or Professional related equivalent to NVQ3
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Knowledge

At least 2 years' experience of working with/coordinating the learning of children within an education setting	To be able to engage with students and parents on a daily basis
A good understanding of the Academy's curriculum, and the day to day running of a school	To support the subject teacher in supporting students to engage within all areas of the curriculum.
Understanding of Academy administration systems and procedures and proven administrative experience or ability	To help ensure accurate record keeping, monitoring and data collection in respect of student's attendance and attainment.
Understanding of safeguarding and child protection procedures.	To be able to work within clear LSCB guidelines for safeguarding
Understanding of key safeguarding issues and procedures	To maintain an accurate attendance record for each session To ensure correct reporting and monitoring of any safeguarding issues arising across the school To maintain appropriate levels of confidentiality and data security in respect of personal / student / colleague information

Skills

Experience of giving advice, support and guidance to parents, professionals and students	To engage with parents, professionals and students whilst building packages of support to support education
Ability to work with clarity whilst effectively multitasking	In liaison with teaching staff, parents and students to follow clear plans of educational support packages
Ability to investigate incidents of poor behavior with transparency and methodically	To follow Academy behavior procedures and set outcomes whilst relaying this to students and parents

Person Specification

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Ability to communicate information and ideas effectively to a range of audiences, including children with specific learning and/or behavioral needs, through good written and oral communication skills	To develop and maintain effective working relationships with colleagues, students and stakeholders
Ability to maintain student's interest and motivation for learning and to maintain discipline	
Ability to lead specific projects centered around emotional, social and wellbeing areas for students	Ability to use own judgement and initiative
Awareness of needs/demands of young people and how they act/react	To react to each individual student's needs and demands and to ensure their safety and welfare
Ability to deal with interruptions and unexpected peaks in workload	To take charge/supervise classes or groups of children
Ability to work with, support, understand and empathise with students	To cope with situations where several students require attention at the same time To work with individuals or groups of students of all abilities (including the very able and those with behavioural and/or specific learning difficulties) To work with students who require special/additional support due to physical and / or emotional needs
Supervisory skills	To plan and prioritise the individual learning activities and to supervise their completion

Commitments

Commitment to safeguarding and promoting the welfare of children and young people	
Willingness to undergo appropriate checks, including enhanced DBS checks.	
Willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.	

Personal

Ability to work well as a member of a team	
Ability to build effective working relationships with outside agencies and maintain procedures and policies in line with Academy practice	