

# JOB DESCRIPTION AND PERSON SPECIFICATION

|                   |                                           |                   |                                                                                 |
|-------------------|-------------------------------------------|-------------------|---------------------------------------------------------------------------------|
| <b>Job Title</b>  | Youth Mentor                              | <b>Location</b>   | Abbeyfield School                                                               |
| <b>Salary</b>     | Grade G NJC08 - NJC13 (£26,823 - £29,064) | <b>Hours</b>      | 32.5 hours per week, 39 weeks per year<br>08:30-15:30<br><br>Permanent contract |
| <b>Department</b> | Support Staff                             | <b>Reports To</b> | Assistant Principal                                                             |

## JOB PURPOSE:

To provide support, guidance and mentoring to students, helping them to overcome barriers to learning, improve their wellbeing, and engage positively with school life. The Youth Worker will work closely with students, families, pastoral staff and external agencies to promote personal development, positive behaviour, attendance and achievement.

## KEY RESPONSIBILITIES AND DUTIES:

- Build positive and professional relationships with students across the school.
- Provide one-to-one and small group support for students experiencing social, emotional, behavioural or attendance difficulties.
- Deliver targeted interventions to support student wellbeing, resilience, self-esteem and personal development.
- Support students in developing positive relationships, conflict resolution skills and effective coping strategies.
- Work with students identified as being at risk of disengagement from education.
- Liaise with parents/carers to support student progress and wellbeing.
- Work closely with the Pastoral Team, SENDCo, Safeguarding Team and teaching staff to identify and support vulnerable students.
- Monitor and record student progress, maintaining accurate and confidential records.
- Support students during unstructured periods including breaktimes, lunchtimes and before/after school as required.
- Contribute to behaviour support plans and reintegration programmes.
- Assist with attendance monitoring and intervention activities.
- Support students transitioning into, through and out of school.
- Work alongside external agencies and professionals to coordinate support for students.
- Promote safeguarding and student welfare at all times.
- Contribute positively to the wider life of the school, including educational visits, enrichment activities and school events.
- Attend meetings, training and professional development opportunities as required.
- Undertake any other duties appropriate to the grade and scope of the post as directed by the Principal.

# JOB DESCRIPTION AND PERSON SPECIFICATION

## Partnerships And Promotion of the School

- Support partnership working, particularly with sister schools within Creative Education Trust, to ensure that this is a strength of the school and enhances the opportunities available to students.
- Present a coherent and accurate account of the delegated areas of responsibility in a form appropriate to a range of audiences.
- Support the successful transition for all students.
- Actively support and establish links with other learning establishments and employers and training providers to maximise opportunity for students.
- Maintain a high profile image of the school in high quality public presentations.
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.
- The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

| JOB REQUIREMENTS:                  |                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                  |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    | Essential                                                                                                                                                                                                                                                                                                              | Desirable                                                                                                                                                                                                        |
| <b>QUALIFICATIONS</b>              | <ul style="list-style-type: none"> <li>• Good English and Maths skills, preferably to GCSE Grade 3 minimum or equivalent.</li> </ul>                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Relevant qualification in Youth Work, Childcare, Education, Social Care or a related field.</li> </ul>                                                                  |
| <b>EXPERIENCE</b>                  | <ul style="list-style-type: none"> <li>• Experience of working calm under pressure, able to regulate yourself and others.</li> <li>• Experience of working with children or young people.</li> <li>• Experience of building positive relationships and supporting individuals to achieve positive outcomes.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience working within a school, youth setting, community organisation or similar environment.</li> <li>• Experience supporting students with SEMH needs.</li> </ul> |
| <b>KNOWLEDGE AND UNDERSTANDING</b> | <ul style="list-style-type: none"> <li>• Understanding of issues affecting young people and barriers to learning.</li> <li>• Ability to communicate effectively with young people, parents and professionals.</li> <li>• Understanding of safeguarding and child protection principles.</li> </ul>                     | <ul style="list-style-type: none"> <li>• Experience of delivering intervention programmes and mentoring young people.</li> </ul>                                                                                 |

# JOB DESCRIPTION AND PERSON SPECIFICATION

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>SKILLS AND PERSONAL ATTRIBUTES</b>  | <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills. Ability to engage and motivate young people.</li> <li>• Resilient, approachable and empathetic.</li> <li>• Ability to maintain professional boundaries and confidentiality.</li> <li>• High expectations of self and others.</li> <li>• Resilience and motivation to manage day-to-day challenges and ability to find creative solutions to problems and resolve conflict effectively.</li> <li>• Strong organisational skills and the ability to delegate.</li> <li>• Effective and skilled at implementing systematic behaviour management systems with clear boundaries, sanctions, rewards and praise.</li> <li>• Relishes accountability and takes personal responsibility for their own actions.</li> <li>• Ability to inspire and motivate large groups of staff, students or parents.</li> <li>• Commitment to inclusive education providing opportunity for achievement for all.</li> <li>• Integrity, openness, energy and enthusiasm.</li> <li>• Strong interpersonal, written and oral communication skills.</li> </ul> |  |
| <b>CREATIVE EDUCATION TRUST VALUES</b> | <p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li>• <b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

# JOB DESCRIPTION AND PERSON SPECIFICATION

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | <ul style="list-style-type: none"> <li>• <b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every student.</li> <li>• <b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons.</li> </ul> <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p> |
| <b>EQUAL OPPORTUNITIES</b> | A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity                                                                                                                                                                                                                                                                                                       |
| <b>SAFEGUARDING</b>        | A thorough understanding of up-to-date safeguarding requirements and best practice                                                                                                                                                                                                                                                                                                                                |
| <b>OTHER REQUIREMENTS</b>  | High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.                                                                                                                                                                                                                                                    |

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**