



The White Hills Park Trust

A Culture of Excellence

Job Description:	Pastoral Mentor
Location:	Bramcote College
Salary:	JE Grade 3 Pts 5 to 7 - £19,312 to £20,092 FTE Actual Salary - £16,463.72 to £17,128.68
Contracted hours:	37 hours per week TTO

GENERAL INFORMATION

The following information is provided to assist staff joining the Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

PURPOSE OF THE POST

To provide a key role by assisting the Assistant Headteachers in supporting the welfare and progress of all students.

KEY AREAS:

- Support students outside of the classroom to ensure their welfare and educational progress.
- Act as mentor for individual students for example setting and monitoring targets, providing advice and guidance.
- To work with small groups of students to support their learning
- Provide support in dealing with incidents or emergencies which arise during the school day; for example, acting as investigating officer, providing support to students, resolving issues between students.
- Contact parents and other relevant agencies under the direction of the Senior Leadership Team
- Supervise individual or small groups of students when accessing activities outside of their normal timetable, which may include assisting the Alternative Provision and Outdoor Learning Lead with the 'in-house' personalised alternative provision and outdoor education programme (Forest School).
- Provide support for the Leadership team around the school.
- Provide a good role model for students and staff.
- Motivate students by personal influence and concern for individual needs and development.
- Safeguard the Health and Safety of self and others in accordance with the Trust's Health and Safety Policy.

DUTIES AND RESPONSIBILITIES:

- Be an active member of the Student Support Team, working with teaching staff in ensuring quality learning.
- Play a key role in behaviour management for example acting as investigating officer for student related incidents, and ensure such investigations are thorough and well documented.
- Support the work of teachers by monitoring the progress of individual students, implementing specific targets including IEPs.
- Support the School's Behaviour policy by managing appropriate documentation e.g., detention letters, rewards.
- Support the welfare of students taking regard for the needs of the individual student.
- Assist in the induction of new students to the school.
- Organise the work for any students with fixed term exclusions.
- Assist in the organisation and delivery of parent consultation evenings.
- Manage appropriate activities for students when under your supervision.
- Make arrangements for parents to be informed when concerns arise over individual students or where praise should be encouraged.
- Attend multi agency meetings as appropriate.
- Assist in out of school activities e.g., school visits.
- Assist in the organisation of rewards using information provided by the data team.
- Assist with assessing, recording, and reporting a student's progress and attainment.
- Inputting data into Bromcom and CPOMS and maintain appropriate records.
- Contact parents and other agencies as required by the Senior Leadership Team.
- Provide guidance and counselling to individual students as appropriate.
- Ensuring that all staff receive the information they need in order to carry out their duties effectively.

Develop Personally and Professionally through

- Reflection on own practice and private study.
- Participate in the Trust's appraisal programme.
- Participate in appropriate in-service education programmes.

Relationships

To be responsible to:

- The Head Teacher with line management through the Deputy Head (Character and Culture).

To co-operate with:

- The Governing Body, making such reports as required.
- External professionals such as Educational Psychologists.
- All colleagues, both teaching and support staff.
- LA, advisers.
- Unions and other organisations representing teachers and other persons on the staff.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. To provide flexibility and to meet the priorities of the Trust during times of peak work flow you will be asked to support other members of the Trust team undertaking duties that may be below your current grading.