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JOB DESCRIPTION

STUDENT MENTOR

Band 5 SCP 12 (Pro Rata)

Purpose of the post

- To provide an effective and supportive service for students, which complements the ongoing work of teachers and associate staff. The mentoring programme addresses the needs of children who may need help to overcome the barriers learning both inside and outside of school, in order to achieve their full potential.

Duties:

The Student Mentor will:

- Manage a caseload of approximately 30 mentees on a weekly basis; organising and coordinating own diary and appointment.
- Work with individuals addressing issues such as self-harming, grief and bereavement, social skills, friendships, relationships, gender profiles, transition plus any other adversities a young person may have
- Promote emotional resilience within their cohort of students on an individual basis
- Identify those students who would benefit most from having a mentor and drawing up an action plan to strive towards achieving their smart targets
- Develop a 1-1 mentoring relationship with children who are nominated and / or they see as falling in motivation, confidence, deteriorating behaviour, unkempt or generally in need of some guidance
- Initiate and maintain regular contact with parents / carers in need of extra support and secure positive involvement
- Ensure each student has quality time to discuss their issues and offer strategies to build up their emotional resilience with half hourly appointments
- Time manage these appointments effectively with mentees, ensuring there is sufficient time for each person and record keeping is up to date for each 1-1 session as well as being familiar with CPOMS
- Monitor mentees on a weekly basis and gauge those who may need priority over those who may not engage fully
- Encourage homework, classwork, attendance and punctuality, healthy lifestyles, safety and well-being.
- Be a part of the team responsible for taking children out of school hours when required.
- Assist in transporting students to and from the venue in school mini buses and encourage participation of outdoor pursuits
- Be willing to train in certain areas where the job requires in depth understanding for e.g. Trauma & stress, Attachment, Drawing & Talking therapy etc.
- Complete the administrative duties required as a mentor
- Attend and participate in regular meetings, training and mentoring of other staff in the school as required to share expertise

General requirements:

- Have a strong commitment to furthering equalities in both service and delivery and employment practice
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- Establish, foster and encourage commitment to a successful mentoring department
- Provide dedication in their role to be approachable
- Contribute to wider whole school activities, including special projects, Open Evenings, Awards Ceremonies as well as residentials to Powburn
- Ensure that intervention strategies are in place to break down any identified barriers to learning. This includes working closely with other staff to support individual needs
- Ensure that individual student records are in place and maintained as required.
- Communicate with parents / carers regarding their child's progress while on the mentoring programme
- Have excellent attendance and are resilient
- Comply with all requirements of health & safety legislation
- Be an exemplary role model for staff and students, ensuring personal wellbeing and presentation is paramount.
- Encourage students to raise their aspirations, while promoting emotional resilience
- To participate in the school appraisal procedures as outlined in the policy.
- Develop effective and positive working relationships with other colleagues within the school.
- Work closely with schools' Inclusion Team to offer appropriate support to identified students
- Promote good attendance and punctuality across the year group(s) and act upon data provided ensuring early intervention.
- Contribute to the school duty teams.
- The successful candidate will contribute towards the annual School 'Activities Week' in June by assisting with an activity.

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Head Teacher. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the duties as set out.

PERSON SPECIFICATION

STUDENT MENTOR

We shall be looking for applicants who can fulfil the following criteria:

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> ● NVQ Level 3 or equivalent related professional level or equivalent. ● Good standard of general education to A-level. ● Good literacy, communication and numeracy skills. 	Degree	Application letter Certificates
Training	<ul style="list-style-type: none"> ● Evidence of Continuing Professional Development ● Appropriate First Aid training 	<ul style="list-style-type: none"> ● Experience of taking a significant role in safeguarding children. 	Application form Interview
Experience	<ul style="list-style-type: none"> ● Minimum of 2 years' relevant experience working with parents and families. ● Experience in any of the following – social work, educational welfare, teaching, health or similar disciplines working with families and young people (<i>relevant to secondary school students</i>). ● Experience of working alongside others to implement and deliver support packages. ● Experience of multi-agency working. 	<ul style="list-style-type: none"> ● Experience of taking a significant role in safeguarding children. 	Application Form Interview
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> ● Knowledge and understanding of child development. ● Knowledge of social and emotional factors that affect a child's capacity to learn. ● Knowledge of parenting needs of children. ● Understanding of Keeping Children Safe in Education (latest DfE guidance). ● Excellent communication skills. ● Good negotiation skills. ● High quality report writing and recording. ● Excellent interpersonal skills. ● Ability to work on your own initiative. ● Self-motivated. 	<ul style="list-style-type: none"> ● Ability to use electronic files and databases, e.g. MIS, SIMS, CPOMS. ● Knowledge of EVOLVE 	Application Form Interview

	<ul style="list-style-type: none"> • Contribute to the development and effectiveness of work teams. • A willingness to participate / volunteer in residentials • Deal with sensitive issues in a confidential manner. • Work creatively and positively with pupils and families. • Effective use of ICT. • Understanding issues related to barriers to learning faced by some pupils • Has experience of driving a minibus carrying passengers 		
Disposition	<ul style="list-style-type: none"> • Able to work in a non-judgemental way understanding the pressures that parents/carers face. • Willingness to constructively challenge the work of self and others to continually improve own and team performance. • Ability to work under pressure and meet deadlines. • Time management is key to their daily routine 		Application Form Interview
Safeguarding	The post holder will require an enhanced DBS		DBS Check