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|  **Engagement Mentor**  36 hours per week x 40 weeks Daily hours: 08:15 – 16.00The post holder will fulfil contracted hours by working term time: 08:15 - 16:00 (36.25 hours per week x 38 weeks), INSET (4 x 6 hours) plus 38 hours for meetings – one hour per week.**Job Status:** Permanent**Salary:** Scale 6**Responsible To:** Head Teacher/Senior Leader with responsibility for Behaviour and Lead Engagement Mentor |

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| Job SummaryTo work under the direction of the Lead Engagement Mentor to plan, deliver and evaluate a range of mentoring programmes which address and help to overcome barriers to students’ progress.Purpose of job:To help raise standards by planning, delivering and evaluating the impact of mentoring programmes addressing the needs of children to overcome social, emotional, behavioural and circumstantial barriers to learning both inside and outside school in order for them to achieve their full potential. |

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| Main Duties and Responsibilities* To follow a timetable, with appropriate flexibility, that supports the implementation of the school’s aims and objectives. This will specifically require being responsible for the delivery of a range of mentoring programmes.
* To carry out duties before the start of the school day, at lunch time and after school as directed by SLT.
* To always maintain school expectations of conduct, punctuality and uniform at all times.
* To plan and resource a range of mentoring programmes under the guidance of the Lead Engagement Mentor to ensure that student needs are met across the school. These programmes may be developed independently or jointly with colleagues, they may be one-to-one or group interventions – they are however all time limited, begin with baseline assessments and are evaluated on completion.
* To ensure that appropriately detailed and accurate records are kept on each student who is engaged with a mentoring programme using the school’s systems.
* To be aware of the sensitive nature of students’ records and to deal with them with appropriate confidentiality.
* To ensure regular verbal feedback to Heads of House on students they have referred for mentoring support.
* To contact parents/carers as appropriate and under the guidance of the relevant Head of House.
* To liaise with the Lead Engagement Mentor and/or Head of House prior to contact with any external agency with regards a student being mentored.
* To contribute to evaluation of the effectiveness of mentoring intervention.
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| Other requirements of the post* To carry out the duties of the post in accordance to the Data Protection Act, the Health and Safety at Work Act and other relevant legislation including Council and Governing Body Policy.
* To implement the Council and Governing Body’s Equal Opportunities Policy in all aspects of the work and duties associated with this post.
* To undertake training as required.
* To participate fully in the school’s Performance Appraisal process.
* To undertake other duties appropriate to the post assigned by Line Manager to the Engagement Mentor Team or the Headteacher.
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 **Person Specification**

# Physical

* Smart appearance with the ability to communicate with students and staff with a polite, professional manner and to work under pressure.
* You will be flexible and have excellent communication and organisational skills.

# Qualifications

* Good standard of education (at least level 3) and to include English and Maths at GCSE (or equivalent) at Grade C or better.

# Skills

* Ability to communicate orally in a clear and effective manner.
* Ability to use basic IT software packages.
* Ability to maintain student records and write other short reports as required.
* Ability to motivate students by establishing empathic and supportive working relationships.
* Ability to work as part of a team to reach agreed targets and outcomes for students.
* Ability to meet deadlines.

# Specialist Knowledge

* Demonstrable knowledge and experience of developing, delivering and evaluating mentoring programmes.
* Demonstrable knowledge of the principles involved in giving support, advice and guidance to students, including the place of confidentiality.
* Ability to summarise clearly and concisely and articulate concepts and proposals.
* Ability to produce concise reports.
* Knowledge of Schools Information Systems (SIMS).

# Experience

* Experience of working effectively with young people (aged 11-16) in either education, social work, youth work or another related area of work.
* Experience of working in urban, multi-ethnic communities.