

# The Queen Katherine School

**Job Profile**

**Deputy DSL and KS5 Student Support Mentor**

**Responsible to:** Assistant Headteacher

**Grade:** SS5

**Hours:** 42 per week to recognise the out of hours work required

*(Can be negotiated with line manager)*

**Job Purpose**

* To be part of the QKS safeguarding team and to act as Deputy DSL for the school under the direction of the DSL
* To lead on Child Protection issues in the Key Stage.
* To support the work of the Assistant Headteacher and Key Stage team to ensure pastoral support for identified students so that they attend Sixth Form, and make progress to ensure achievement
* To plan and deliver specific interventions with identified students. This might include small group work on overcoming existing barriers which may result in students not fulfilling their academic potential
* To ensure that the support for identified individual students and for students in small groups is recorded, reviewed at half termly intervals and its impact is evaluated.
* To uphold and demonstrate the school’s ethos and values

**INTERVENTION**

* Work with pastoral staff to identify students at risk of underachieving
* Working with Head of Sixth Form, respond to identified barriers to learning (including disengagement) in order to establish and develop effective interventions
* To develop 1:1 mentoring relationship with students needing particular support, where necessary, aimed at achieving specific measurable goals defined within a support plan
* Monitor the progress of individual students against mutually agreed objectives at half termly intervals and set new targets, if appropriate
* Support the transition between KS4 and KS5
* Support with the delivery of CEIAG.
* Contribute to the supervision of students in the IER for a specified time.

You will proactively support students to effectively manage issues related to their personal development, behaviour or welfare and enable them to achieve and progress. This will include:

* Meeting with allocated groups of students in weekly timetabled sessions and delivering a comprehensive pastoral programme, which includes a focus on developing personal resilience and independence
* Setting and reviewing each student’s individual learning plan and setting stretching targets and action plans to achieve their goals.
* Develop a system of academic mentoring which can be used by tutors in the Sixth Form to support a greater range of students
* Aiding students to reflect on their skills and experience, inside and outside the curriculum and encouraging them to develop new skills and abilities.
* Identifying support needs or safeguarding concerns, especially where these are affecting the students’ ability to complete their studies successfully and making referrals as appropriate.
* Maintaining effective liaison with appropriate staff, parents/carers and external agencies to ensure support meets students’ needs.

Work with AHT, using data available to record and review interventions across the Sixth Form.

**SAFEGUARDING**

* Be the lead person for any Child Protection and Safeguarding issues at KS5 and be part of the QKS safeguarding team as Deputy DSL
* As a Safeguarding Officer (level 3)process referrals
* Attend and contribute to QKS safeguarding team meeting
* Provide advice on Child Protection issues
* Co-ordinate EHA assessments, actions and reviews as designated by the AHT
* Maintain appropriate professional boundaries in all contacts and support of students, their families and carers**.** Respect and understand the confidential nature of the role.
* Follow agreed reporting and case review procedures involving colleagues and line managers as required

**Specific responsibilities and tasks to be formalised with post holder.**

* Support the Head of Sixth Form with Sixth Form Council
* Attend consultation evenings and open evenings to provide support to teaching colleagues.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Qualifications and Experience** |  |  |
| Substantial experience of working with young people (11- 18) | √ |  |
| Experience delivering small group work | √ |  |
| Qualifications relevant to supporting young people, youth work certificate or equivalent | √ |  |
| Graduate |  | √ |
| Child Protection Training willingness to be trained to Level 3 | √ |  |
| ICT literate | √ |  |
| **Knowledge** |  |  |
| An understanding of school systems | √ |  |
| An understanding of multi-agency working | √ |  |
| **Developing self and others** |  |  |
| A commitment to your own CPD | √ |  |
| **Skills/Ability** |  |  |
| The ability to relate well to young people | √ |  |
| The ability to use a range of data to support and monitor student progress | √ |  |
| The ability to devise & implement plans and interventions which secure student progress | √ |  |
| Ability to prioritise | √ |  |
| Problem solving skills | √ |  |
| Excellent time management skills (ability to meet deadlines) | √ |  |
| First Aider |  | √ |
| **Personal Qualities** |  |  |
| Stamina | √ |  |
| Excellent interpersonal skills | √ |  |
| The ability to ensure a sensible work life balance | √ |  |
| The ability to work with in a team | √ |  |
| The ability to give and receive effective feedback and act to improve personal performance | √ |  |
| Self-motivated | √ |  |