

# JOB DESCRIPTION



**JOB TITLE:** COMMUNITY MENTOR (7.5 HOURS)  
(FIXED TERM UNTIL 31/08/2019)

**POST NO:** NREQ0282

**SALARY:** BFA HAY 11 SCALE

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## **JOB PURPOSE**

The flexibility of the Community Mentor position means that it can be adapted to the needs of individual pupils. Learning Mentors tend to focus on pupils who will benefit most from the extra support in academic, pastoral or both areas.

Much of the Community Mentor role involves creating and maintaining cohesive and positive communicative relationships with in the community and linking back with School. Customarily, this role is a mixture of academic and pastoral support by guiding underachieving pupils to overcoming personal issues which affect educational achievement and well as community engagement.

## **DUTIES AND RESPONSIBILITIES**

- Helping underperforming learners pinpoint issues which are creating barriers to learning.
- Developing and implementing strategies, which maximise learning outcomes.
- Identifying which pupils could benefit from extra support.
- Working with families and outside agencies to construct a support network.
- Maintaining records on pupils' attendance and progress.

## **GENERIC DUTIES**

In addition to the key requirements of the post, the post holder is required to contribute to the overall ethos/work/aims of the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Meeting the requirements of the Health & Safety at Work Act 1974 and BFA's Health and Safety Procedure.

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- Being aware of and supporting difference and ensuring equal opportunities for all.
- Supporting the role of other professionals.
- Attending and participating in relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Completing all associated organisation and administrative work.
- Participating in both internal and external staff development as appropriate.
- Being prepared to operate on a flexible year as required.
- Undertaking such other duties as may be reasonably required commensurate with the grade of the appointment.

## **SUPERVISION RECEIVED**

This post will report to the SENDCo.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Inspirational Futures Trust on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to BFA's Health and Safety Policies in respect to their specific duties and responsibilities.

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## CONDITIONS OF SERVICE

The BFA standard contract of service applies:

### **SALARY**

BFA Hay 11 Scale: £2,904.80 - £3,103.15 per annum (actual).

### **HOURS**

Hours of attendance: 7.5 hours per week

*This post is 39 weeks per annum on a term time only basis plus 5 flexible days.*

### **Special Notes and Conditions**

The Job Description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

***Bristol Futures Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

# PERSON SPECIFICATION

|  | <i>ESSENTIAL</i> | <i>DESIRABLE</i> |
|--|------------------|------------------|
| Five GCSEs at grade C or above (or equivalent), including Mathematics and English.<br><i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i> | ✓                |                  |
| Willingness to commit to bespoke BFA training.   | ✓                |                  |
| NVQ Accreditation in a relevant subject or area.   |                  | ✓                |
| Relevant experience of successfully working with students in a classroom environment.  | ✓                |                  |
| Sensitivity with a professional approach to the many and varied needs of young people from a variety of backgrounds and abilities.   | ✓                |                  |
| Excellent organisation and administrative skills.  | ✓                |                  |
| Innovative, flexible and responsive approach to the delivery of additional learning support.   | ✓                |                  |
| Excellent interpersonal skills and the ability to work as a team.  | ✓                |                  |
| A First Aid qualification or the willingness to undertake a basic First Aid course.  |                  | ✓                |
| Computer literacy.   | ✓                |                  |
| Highly motivated and committed to Alternative Provision.   | ✓                |                  |
| Excellent communication skills.  | ✓                |                  |
| Experience of differentiating work for students.   | ✓                |                  |
| Willingness to support with medical needs of students.   |                  | ✓                |