

## Job Description

**Summary of role:** Responsible for the management of pastoral matters in Years 5,6,7 & 8  
**Starting date:** Academic Year 2023/24

**Reports to:** Designated Safeguarding Lead

**Member of:** Primary / Secondary Pastoral Team

The Junior School Mentor has the following responsibilities:

### Key Responsibilities:

- A. Support in the coordination of the assigned year groups of the role.
- B. Providing pastoral and academic direction and support to students.
- C. Leading and managing pastoral staff and deployment of resources.
- D. Timely and effective communication within the community.

### **A. Coordination of the assigned year groups of the role**

- Contribute to the school development plan in the area of pastoral and academic development and monitoring of pupils
- Implement measurable procedures that result in an improvement in the students' attitude to their own learning
- Record data, from rewards and sanctions to monitoring pastoral and academic progress of students
- Ensure effective and time appropriate communication with relevant stakeholders on pastoral and academic matters
- Analyse approach to learning, PASS data, attainment grades and reports, and to communicate with relevant stakeholders over any causes for concern
- Liaise with the house coordinator in the use of the merit system and to ensure that positive achievement is recognised and celebrated
- Oversee the effective mentoring of pupils and their performance data to ensure that it has an impact on pupils' attainment.



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## **B. Provide pastoral and academic direction, and support to students**

- Review and develop policies and procedures that are in place to cater for the welfare, health and safety of the pupils
- Work with the relevant Head of Key Stage / Deputy Head and other mentors to ensure the school's pastoral policies are being adhered to within the year ranges specified above.
  - Ensure effective and time appropriate communication with relevant stakeholders on pastoral matters
- Promote and model internationalism, inter-cultural understanding and the attributes of the Learner Profile
- Monitor the behaviour, attendance and punctuality of students
- Monitor the progress of students and keep accurate up-to-date records of progress meetings / target setting / contract agreements
- Contribute to an effective age appropriate PSHE/RSHE programme
- Communicate in a timely manner with parents over any causes for concern
- Report weekly to the relevant Head of Key Stage / Deputy Head on student progress / target setting / contract agreements
- Support the house coordinator in promoting house events where appropriate
- Ensure tutor reports reflect each student's unique development towards the NCBIS values / mission
- Ensure effective transition and integration of new students into the school, and out of the school and between key stages
- Contribute to 'Case Conferences' / teacher concern meetings for teachers which target individual students experiencing difficulties.
- Ensure pastoral / behavioural incidents involving students have been investigated

## **C. Leading and managing pastoral staff and deployment of resources**

- Support tutors, co-tutors or teachers within the assigned year groups
  - Support the leading of pastoral staff meetings
    - Contribute towards the induction of new staff
  - Liaise with the Inclusive Learning department about relevant students
  - Contribute towards the efficient running of school events such as parents' evenings, awards celebrations etc
  - Give presentations to staff and parents on issues relating to the key stage to represent the school at any meetings / events connected with these year groups.
- Person Specifications: Essential Desirable Demonstrate