

JOB INFORMATION			
JOB TITLE	PASTORAL MENTOR FOR PRIMARY TRANSITION	LOCATION/CAMPUS	THEALE GREEN SCHOOL
GROUP/ FACULTY AREA	PASTORAL	TYPE	PERMANENT
GRADE	F	SCALEPOINT	
RESPONSIBLE TO	ASSISTANT HEAD FOR PDBW	HOURS	37 HOURS
JOB PURPOSE			
<p>This post supports the progress, pastoral care, behaviour management and attendance of students in a designated key stage. Within the key stage, the post holder will be responsible for individual and small group support of students on matters relating to achievement, behaviour and wellbeing of students. The post holder will provide mentoring to support positive behaviour for learning and high achievement.</p>			
MAIN DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> Promote high standard of personal values, school uniform, behaviour, attendance and work ethic Support senior staff in achieving targets related to achievement, behaviour, attendance and work ethic Work with all staff to take appropriate action to support students in need and those falling below school's expectations Provide individual and small group support for students on matters relating to behaviour, attendance, wellbeing and achievement including monitoring students who are on report Assist in the co-ordination of pastoral support, individual behaviour plans for students at risk of exclusion Contribute to Multi Agency case conferences and locality network meetings, Team Around Child meetings, Looked After Child and Annual reviews Contribute to the preparation of paperwork relating to referrals to outside agencies Engage parents/carers in positively supporting their child in addressing any concerns about their child's progress, behaviour and well being Supervise students during assemblies Coordinate restorative meetings with students/teacher and or parent/carers Attend reintegration meetings as required by SLT Support the SLT to ensure consistent school approach for appropriate behaviour Any other tasks that reasonably may be required from time to time but the Headteacher within the purview of the post 			

- Support of students, schools and parents through the primary transition process in to KS3 through to KS4

GROUP/ EMPLOYEE RESPONSIBILITIES

- Have high expectations of all students and assist the promotion/reinforcement of students self esteem
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote positive values, attitudes and behaviour that are expected
- Work collaboratively with colleagues
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary
- Communicate effectively and sensitively with students to support progress
- Promote and support the inclusion of all students in the learning activities in which they are involved
- Ensure that equal opportunities, bullying and harassment issues are dealt with appropriately as they arise in conjunction with the teacher/teaching assistant team
- To assist with the supervision of and encourage good behaviour amongst students
- To work with individuals or small groups
- Work with line manager to identify areas for professional development
- Demonstrate through good practice and feedback how the outcomes of professional development improve support for teaching and learning
- Contribute to the aspirations of the school in order to secure a high quality education for students
- To provide the service in accordance with the Trust's Vision, Strategic Plan and Service Improvement Plans
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our stakeholders
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested
- To provide the service in accordance with the Trust's Vision, Strategic Plan and Service Improvement Plans
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our stakeholders
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested

QUALIFICATIONS & EXPERIENCE	TECHNICAL COMPETENCIES /SKILLS	BEHAVIOURAL SKILLS
<p>Minimum of grade c GCSE or equivalent in literacy and numeracy</p> <p>Good IT skills</p> <p>Enhanced DBS</p> <p>Ongoing portfolio</p> <p>Experience in working with children of secondary school age</p> <p>Experience of working with students with special needs</p>	<p>Strong organisational ability</p> <p>Effective communication skills</p> <p>Ability to communicate effectively with children, parents/carers and other staff in written, face to face and electronic correspondence</p> <p>Ability to encourage, motivate and support the academic progress of pupils across the keystages</p> <p>Awareness of child protection and bullying issues</p> <p>Ability to use databases and schools systems</p>	<p>Willing to work independently and as part of a team</p> <p>Ability to prioritise in all situations</p> <p>Respond in a controlled and measured manner to request for support</p> <p>Work in a non-judgemental way</p> <p>Enjoy working with children and has empathy with pupils and is sympathetic to their needs</p> <p>Professionally discreet and able to respect confidentiality</p> <p>Flexible approach to tasks</p> <p>Firm, sensitive approach to discipline</p> <p>Patient and resilient</p>

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

The Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health & Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

The Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.