



Post Title	Mentor	Reports to	SENDCo
Hours per week	Full time	Weeks per year	Term time
Contract type	Permanent	Salary	£22,880 – 26,000

Job Description

School Overview

The Lion Works School is an Independent special school. We are part of an ethical and progressive organisation that believes it can achieve real change for children, young people and their families. The Lion Works School is situated within the BCP local authority. We offer an academic and vocational specialist learning provision across KS3, KS4 and post-16, aiming to reduce barriers to enable successful learning experiences and outcomes. There are a variety of routes a student can take, which include GCSEs, BTECs and other accredited qualifications whilst building confidence, improving wellbeing, enabling self-regulation and increasing attendance. Our school is full of life and has a wealth of resources to spark interest and ignite that passion to achieve, equipping our students for everyday life and the opportunities that await them.

Purpose of the Role

As a mentor, you will be working directly with students, either in their own home, in school or in the community, to support their school attendance. Our EBSA (Emotionally Based School Avoidance) model is based on a theory of ever-decreasing support and ever-increasing engagement. As such, our Mentors will be able to work independently, and as part of a small team, to proactively support students to increase their engagement with learning. The successful candidate will deliver 1:1 learning and pastoral sessions at home and in the community and be a trusted adult to support students' transitions into school. They will also assist students to engage in their learning through supporting remote digital access to lessons. The role will also require the post holder to support and engage with families and carers to share good practice and support students holistically. Candidates should have experience of delivering 1:1 sessions and/or interventions and should have high levels of emotional intelligence, resilience and excellent communication skills.

Key Accountabilities & Duties

As a mentor, you will:

- Plan, prepare and deliver learning to individuals and occasionally small groups
- Modify and adapt activities to advance pupils' learning as necessary
- Contribute to high quality learning experiences using a variety of teaching and supporting methods
- Support students to access online learning where necessary
- Transport students to school and off-site provisions in a school vehicle
- Plan, prepare and deliver off-site learning sessions and interventions
- Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge pupil's learning
- Create and adapt student timetables

- Provide academic and pastoral support to students in accordance with agreed procedures
- Work with a small team to increase student engagement and independence
- Create an outstanding student experience which leads to progression
- Deliver high-quality handovers with other school staff

As a member of staff, you will:

- Ensure that your practice and conduct is consistently of a high standard
- Manage student issues within agreed protocols
- Undertake such other reasonable duties as the Headteacher may require from time to time and review this Job Description annually with the Headteacher
- Participate in the school's appraisal process and to undertake any training that may be appropriate
- Take appropriate responsibility to ensure the health and safety of self and others
- Pursue the achievement and integration of equal opportunities throughout all The Lion Works School's activities
- Uphold our safeguarding culture of vigilance at all times

Duties falling within the scope of designated contact hours:

- Delivering 1:1 learning and engagement sessions with students in their own homes, in school or in the community
- Supporting students' off-site activities
- Designing students' timetables and learning experiences
- Transporting students in a school vehicle
- Marking of student's work
- Completing relevant paperwork
- Attending staff development events as appropriate
- Continually maintain and develop pedagogic skills, subject understanding and knowledge of awarding body and subject specification requirements
- Supporting activities relating to employability, work experience, volunteering
- Undertaking employer and workplace/work placement visits
- Undertaking and meeting any relevant CPD requirements
- General administration relevant to the role

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

Equal Opportunities

The Lion Works School will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background.

The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its students, employees, and visitors.

Safeguarding

The Lion Works School is committed to safeguarding and promoting the welfare of children, and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Person Specification		
Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of neuro-developmental conditions (e.g. Autism, ADHD) • Knowledge and understanding of Special Educational Needs and Disabilities • Some knowledge of emotional regulation interventions, e.g. ELSA • Effective knowledge of strategies that maintain a learning environment with high standards of behaviour and conduct • Some understanding of child development 	<ul style="list-style-type: none"> • Knowledge of secondary school curriculum and processes
Experience	<ul style="list-style-type: none"> • Experience of working with autistic children, young people or adults • Experience of working with children, young people or adults who have additional needs and/or challenging behaviours • Experience of delivering 1:1 or small group interventions 	<ul style="list-style-type: none"> • Experience of specialist settings • Experience of working as a Teaching Assistant • Working a multi-disciplinary team or setting
Skills	<ul style="list-style-type: none"> • Ability to work well with others and independently • Ability to build effective relationships with students 	

	<ul style="list-style-type: none"> ● Ability to build effective relationships with parents/carers and other professionals ● Attention to detail ● Flexibility and openness to change ● Excellent communication skills ● Good written skills 	
Personal attributes	<ul style="list-style-type: none"> ● Sensitive and understanding ● Emotionally intelligent ● Trustworthy ● Punctual and reliable ● Resilient ● Confidence ● Proactive and innovative ● Ability to problem solve 	<ul style="list-style-type: none"> ● Good sense of humour and a team spirit!
Qualifications	<ul style="list-style-type: none"> ● GCSE or equivalent in English and Maths at Level 4 (Grade C) or above 	<ul style="list-style-type: none"> ● Food Hygiene Certificate ● Paediatric or other First Aid qualifications ● Completion of Teaching Assistant qualification
Other requirements	<ul style="list-style-type: none"> ● Full driving license 	

Further Information

This Job Description and Person Specification are current as of December 2024. In consultation with you, it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.