



# SANDHURST SCHOOL

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Engagement Mentor</b>
<b>Hours:</b>	<b>37 hours per week term time only</b> Monday – Friday 8:15 am - 4:45pm (1 hour break)
<b>Grade:</b>	BG-I-SP6
<b>Salary:</b>	£20,511 per annum, term time only, including Outer London Allowance

### JOB PURPOSE

To support the pastoral welfare, attendance, engagement and where needed, safeguarding of students. You will also act as a coach/mentor to a group of students and take responsibility for promoting and safeguarding the welfare of young people within Sandhurst School, to reduce and overcome barriers to personal development and progress of students.

### DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Reports to designated pastoral leads.

### MAIN DUTIES AND RESPONSIBILITIES

1. To support in maintaining an excellent culture and a rewarding ethos based on our core values and learning behaviours.
2. To support the pastoral team by being the day-to-day point of contact for struggling students facing issues.
3. To support pastoral team by investigating and collecting evidence, to support and promote improvements in behaviour and engagement.
4. To proactively support student wellbeing.
5. To contribute to the meeting and greeting of students in the morning, ensuring that students are welcomed positively and are equipped for school.
6. To liaise with all internal teams and outside agencies with regards to the wellbeing of students.
7. To work closely and regularly with parents to maximise the welfare of students, including regular contact around rewards and sanctions.
8. To lead and contribute to meetings relating to the difficulties of students with a range of stakeholders.
9. To support preparation of statutory documentation and referrals as appropriate.
10. To contribute to restorative justice within Sandhurst School.
11. To take responsibility for the completion of appropriate behaviour reports for students.
12. To mentor target students and set up intervention groups as appropriate, in terms of engagement, punctuality and attendance.
13. To contribute to building a team approach among colleagues.
14. To contribute to the transition arrangement for new students.
15. To support the pastoral team in coordinating the admissions of students arriving mid-year.
16. To support in evaluating the behaviour of students and collaboratively plan with the pastoral team on how to address issues with colleagues across the school.
17. To support the smooth running of the school at break and lunch times and through the duty system.
18. To liaise with the attendance team to ensure key students and groups of students are receiving regular contact and monitoring.

19. To undertake supervisory and detention duties through the detention duty system.
20. To visit students in off-site settings and to support in off-site meeting
21. To ensure follow up of students who do not respond to sanctions or fail to attend detentions.
22. To support our relentless focus on high standards and expectations throughout the school, with a key focus on attendance, behaviour and positive engagement.
23. To set high expectations for student behaviour, establishing and maintaining a good standard of discipline based upon our core values.
24. To work collectively with other staff in the school in a professional manner.
25. Promote the area of responsibility within the school and beyond
26. Represent the school at meetings and events as appropriate
27. Participate in training and other learning activities and Performance Appraisal as required.
28. Contribute to the overall ethos/work/aims of the school
29. Perform any other reasonable duties as may be required from time to time at the direction of the Headteacher

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative, and flexible, and willing to take on additional responsibilities, as can be reasonably expected of them within the scope and grading of the post. The duties outlined in this job description may be modified by the Headteacher to reflect or anticipate changes in the job, commensurate with scope and grading of the post.

#### **SCOPE OF JOB (Budgetary/Resource Control, Impact)**

- The post holder does not hold any budgetary responsibilities.
- The post holder should be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality, and data protection and ensure all concerns are raised in accordance with this policy

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_