

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Pastoral Mentor
Responsible To:	Additional Needs Manager - Head of Centre
Department:	Student Services
Salary Grade:	Grade C

JOB ROLE

To support students in a pastoral role by offering advice and guidance whilst listening to the concerns and issues raised by learners through self/departmental and mentor referrals. The impact is designed to support improvement in attendance, retention, achievement and student behaviour.

To communicate effectively and mediate with teaching staff and to sign post to other support services and safeguarding when necessary.

Completing day to day diaries, feedback and star outcomes and show enthusiasm, excellent timekeeping and listening skills on a daily basis.

KEY DUTIES

No	Description of Duties
1	To assist the Programme Achievement Managers to support 'at risk' learners in a range of learning settings.
2	To act as a mentor to individuals and small groups learners across all curriculum areas. RAG rated and actions set accordingly.
3	To have a good understanding of the issues around support and be committed to the delivery of this in a flexible and innovative way.
4	To have a good understanding of pastoral support needs in order to assist in the identifying the needs of students to ensure appropriate support is/put into place
5	To promote positive behaviour, attendance and respect for self and others.
6	Complete student/mentor contracts together with an assessment tool i.e. star outcomes or by another means to show the positives and negatives of the mentoring sessions throughout the agreed sessions per academic year.

7	Be visible around the college by talking to students at meet and greet, break times and when students are exiting/returning to the college.
8	To effectively use the college MIS systems to identify poor attendance and listen and offer advice and guidance to students that are not in lessons.
9	To motivate and encourage students to take responsibility for their own attendance including English and maths lessons
10	To liaise closely with students' Programme Achievement Managers, student support staff, carer's and families informing them of attendance and progress.
11	Effectively use data recording systems to maintain thorough records of meetings with students and actions taken or decisions made. Ensure records are comprehensive and thorough and made available to line manager and/ or course leaders as appropriate.
12	To identify and develop a range of appropriate learning resources relating to the mentor role.
13	To act as a link person between student services and curriculum teams. Provide updates to curriculum teams via pro monitor.
14	To attend team meetings / training as and when required
15	To undertake any duties that may arise within the Department

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Cadbury Sixth Form College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Student Learning Mentor

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	Be qualified to Level 3	✓	
1.2	Hold a Level 3 Teaching Assistant qualification or Youth Work / mentor Qualification		✓
2. Experience			
2.1	Experience of mentoring young learners	✓	
2.2	Experience of supporting learners in an educational environment		✓
2.3	Experience of working within a team	✓	
2.4	Experience of working to pressure and tight deadlines	✓	
3. Skills/Abilities			
3.1	Demonstrable numeracy and literacy skills to Level 2	✓	
3.2	Good interpersonal skills	✓	
3.3	Excellent communication skills	✓	
3.4	Ability to encourage and motivate learners to succeed	✓	
3.5	Have an understanding of individual learner needs	✓	
3.6	Excellent administrative and organisational skills	✓	
3.7	Good IT skills to include Microsoft Office packages and Management Information Systems	✓	
3.8	Ability to work flexibly and use own initiative	✓	
3.9	Providing advice or guidance to students aged 16+ relating to their physical, emotional and or educational well-being	✓	

4. Special Requirements		
4.1	Commitment to college policies i.e. Health & Safety, Equality and Diversity etc.	✓
4.2	Willingness to work within a team to implement strategic policy	✓