



Mentor

All MVA staff are expected to embody the Ways of Being in their work with us, to be mindful of their safeguarding responsibility for all students, and to ensure they are familiar with and confident in the implementation of school policies.

Purpose of the Post

- To support young people on a one-to-one basis, providing pastoral care and support, ensuring excellent attendance; identifying barriers to learning online and finding effective strategies to intervene.
- To support high quality safeguarding and wellbeing support for students.
- To establish positive relationships with students, parents, staff and external agencies in line with the school's strategic vision and values.
- To work with students and families who have chosen online learning to meet their needs and lifestyle.

In addition to duties associated with other roles they hold, Mentors have responsibilities that include:

Key Responsibilities

- To support students in their learning, and encourage positive attitudes and engagement through the MVA values.
- To communicate with members of staff in relation to student learning, safeguarding and wellbeing.
- To have an overview of mentees attendance and punctuality, liaising with Heads of Year, the SEND Team and external agencies, and Deputy Head Pastoral.

- To implement strategies to improve student attendance and engagement, including meeting with parents, promoting and rewarding individuals small steps towards their personal goals.
- To monitor students' online learning and welfare by creating and maintaining records and making referrals for additional support where appropriate.
- To be the first point of contact for students and their families, providing appropriate information as required to relevant staff, students and parents.
- To know each individual students' barriers, changing circumstances and act as a champion for them, supporting their needs and ensuring staff are aware of how to best support them.

Key Tasks

- To develop positive, trusting and supportive relationships with students to enable you to understand their educational and pastoral needs.
- To engage in joint goal setting with the individual student.
- To identify potential barriers to learning and jointly engage in strategies to overcome these.
- To explore and resolve issues of behaviour, safety, wellbeing and attendance.
- To liaise and communicate with students, staff, parents and external agencies.
- To monitor student learning and engagement using our learning platform.
- To be a point of contact for parents in relation to concerns regarding barriers to learning, behaviour, safeguarding and welfare.
- To prepare reports on students to feedback to parents on a range of aspects of student learning, including attendance, engagement in live lessons and independent learning, and progress towards agreed goals.
- To review the implementation of support strategies and feedback to Heads of Year, SEND Team.
- To support and promote student participation and active involvement in school life and wider curricular activities.
- To use the school Management Information System to award commendations for positive behaviour and ensure positive messages are shared with parent.

Please note that this list is not exhaustive and mentors may from time to time be asked to complete other reasonable duties.