



Student Mentor (London)

Responsibilities

The responsibilities outlined in this job description may be modified by the Director or Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Main purpose of post: The Student Mentor post is critical to ensuring the students receive robust guidance to support their pastoral development. The post holder will be empathetic and able to work with young people with complex needs. The work of the Student Mentor will contribute to enabling students to meet their outcomes across the Key Stages.

Key tasks and responsibilities:

As a student mentor, you will:

- Support the students by providing positive opportunities and help them to build positive relationships and make informed life choices, with the aim of improving their resilience, confidence and general mental health and wellbeing.
- To engage students by making initial contact, arranging and facilitating subsequent support sessions at a mutually agreed time.
- To provide one to one mentoring for young people identified by referral partners.
- To plan and organise outcome focussed activities to engage young people during sessions, underpinned by methods to overcome individual social, educational and emotional barriers and to create personal development plans for the future.
- To establish a positive and interactive relationship with each student.
- To help each student develop or begin to develop life skills and accomplish specific goals, helping them improve their mental health and well-being.

Specific duties:

- To monitor each mentee and record progress reports after each session. To gather monitoring and evaluation data from each student/mentee.
- To develop links and relationships with schools/colleges, community groups, other youth organisations and potential employers to assist in supporting young people's progression.
- Develop a close working relationship with partners and stakeholders in relation to students.
- Attend partnership meetings where appropriate and feedback on the progress, successes and challenges of the mentoring scheme.
- Effectively safeguard young people under your supervision. Following In Toto Ed's safeguarding policy and procedures at all times.
- Decide on the most suitable activity or intervention for each student based on an individual basis.
- Advise of appropriate expenditure of any project budgets relating to providing activities and opportunities for young people.
- Support students when they become dysregulated.
- Work closely with the SENCO in the delivery of interventions.
- Deliver 'Positive Behaviour' interventions.
- Support students in lessons where necessary.
- Work with the Head of School, SENCO and Lead Student Support to help integrate students into the wider school.
- Undertake welfare checks.
- Support teaching staff with behaviour and engagement.
- Follow the In Toto Ed behaviour management policy and ethos of the school.
- Be able to work as part of a team to support students to fulfil their potential.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- Be prepared to undertake the pastoral role of a form tutor.
- Manage student behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of School punctually and efficiently.
- Attend staff meetings, parents' evenings, Inset sessions and similar important functions both in and out of normal school hours
- Notify their Head of School and the Director of HR, Compliance and Safeguarding as early as possible if they are going to be absent from School and set appropriate work.
- Take part in the School's performance management scheme and appraisal
- Contribute to the professional development of colleagues.

Safeguarding

The post holder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training. Promote and safeguard the welfare of all children and students they are responsible for, or come into contact with.
- QTS (required)

EXPERIENCE

Essential Criteria

- A recognised qualification in Youth Work or an equivalent level 3+ qualification in Advice & Guidance or a minimum of 3 years' experience working with disengaged young people facilitating youth work, mentoring, advice or guidance. A/I/D
- Experience in the delivery of youth initiatives focussing on good relations, citizenship and personal development. A/I
- Experience of working with the community & voluntary sector. A/I
- Personal commitment to addressing the needs of the most vulnerable young people in the borough. A/I
- Ability to engage with young people on a level that brings the best out of them and supports positive change. A/I

Desirable Criteria

- Proven track record in supporting young people to make positive changes with a focus on mental health and wellbeing. A/I
- Knowledge of or understanding of issues and trends relating to young people. A/I
- Experience of using evaluation tools/outcome measures to monitor the impact of youth work/mentoring. A/I
- Experience of lone working in the community. A/I

QUALIFICATIONS

Essential Criteria

- Qualification in related area e.g. Youth work, teaching, counselling (or equivalent), social work etc. A/I/D

Desirable Criteria

- Relevant qualification or evidence of training in any of the following:
Youth Work • Youth Mental Health First Aid • Mentoring • Youth Offending • Community Sport A/I/D
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SKILLS & KNOWLEDGE

Essential Criteria

- Knowledge of best practice when delivering interventions and/or support programmes for young people. A/I/T
- Strong organisational ability including ability to plan workload and manage own time effectively. A/I/T
- Strong communication skills and the ability to adapt communication style when needed. A/I

Desirable Criteria

- Knowledge of working with young people who have mental health issues and a good understanding of agencies and support available for young people in the borough. A/I
- Knowledge of issues affecting children, young people, their schools and their communities. A/I