



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Project Mentor

GRADE: Band 5

RESPONSIBLE TO: Senior Practitioner

RESPONSIBLE FOR: Looked After Children's Achievement

Overall Objectives of the Post

The post holder will be responsible for supporting individual and groups of looked after children to attend school, make progress and achieve their academic potential

Key Tasks of the Post

1. To support students. You will:

- Manage a caseload of looked after children.
- Motivate and encourage young people to succeed.
- Support the transition and integration of students into school.
- Liaise with teachers, carers, social workers and other professionals.
- Work with individual and groups of children.
- Support and advise carers.

2. To support learning/curriculum. You will:

- Plan and deliver interventions in a variety of settings.
- Advocate on behalf of looked after children.
- Challenge and support schools.
- Assist in setting targets.

3. To support the school. You will:

- Consult and advise key stakeholders including social workers, foster carers and teachers to ensure the delivery of high quality education to looked after children.
- Assist in delivering training on the complex needs of looked after children.
- Participate in reviews and inter agency meetings.
- Encourage joint working and promote the effective use of Personal Education Plans.

4. To support the team. You will:

- Maintain up to date plans.
- Work towards targets and key performance indicators.
- Contribute towards generic administrative duties.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties relevant to the post may from time to time be required. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SH/CL

Date: 11.03.19