

Job Description: Student Support Mentor

Job Purpose

Support individual Children in Care (CiC) to success in their education under the guidance of the Head of Student.

Grade: Grade 4

Base: Wellfield School

Responsible to: Deputy Headteacher

Main Responsibilities

Working with the Head of Student Support the post holder will:

To be the main point of contact for school with the virtual schools and social care teams (CiC students).

Completion of all CiC academic PEP targets and reviews. Gather academic information from teaching staff to share with virtual school and social care teams in PEP meetings. Work alongside Year Teams for pastoral information and external agencies to add to PEPs. Liaise with social care teams for external information for PEPs.

Completion of all CiC academic PEP targets and reviews. Gather academic information from teaching staff to share with virtual school and social care teams in PEP meetings. Work alongside Year Teams for pastoral information and external agencies to add to PEPs. Liaise with social care teams for external information for PEPs

Complete referrals to Occupational Therapy, SALT referrals and support referrals to Educational Psychologist when advised following PEP meetings. Attend consultations and work alongside these external agencies to put support into CiC students education.

Support virtual school with CiC school transfers to ensure all information is shared and support CiC through transition.

Support virtual school in contributing to the referral documentation.

Attend Durham CiC education meetings to share information regarding CiC students.

Attend and contribute to CiC Reviews and Care Team Meetings. Liaise with staff and external agencies for relevant information to share in the meetings.

Work alongside the IRO, Virtual school, Social care and external agencies such as police when needed to share information of CiC students.

Promote and establish good attendance Children in Care (CiC).

Work with parents, carers, professionals and young people to reduce and remove barriers to learning and progress.

Contribute to the planning and implementation of multi-agency approaches and support that promote positive outcomes for CiC students.

Support CiC emotionally and socially including delivery of planned one to one and small group interventions as required.

Establish productive working relationships with young people, acting as role model and setting high expectations for success.

Ensure support for the academic needs and learning of CiC, liaising with subject teachers, subject leaders, academic co-ordinators and other relevant staff.

Encourage and actively support CiC in actively participating in the wider life of the school and community.

Play an active role in monitoring and supporting positive behaviour and engagement of CiC liaising with the pastoral team over co-production of pastoral support plans and monitoring of any alternative provision programs.

Provide support for CiC during unstructured times where required.

Working with the CiC team to identify relevant external support agencies, making appropriate referrals and ensuring there is a multi-agency approach in support for CiC students.

Form strong home school relationships with parents, carers and the school ensuring regular communication.

Support for Teachers

Identify key areas of academic support needed and work with teaching staff to ensure that support is in place to address.

Working with teaching and teaching support staff to promote high levels of engagement and behaviour in lessons.

Monitor pupil progress and attainment and in working with subject teachers and leaders to identify gaps in learning, ensuring that appropriate intervention programmes are planned and delivered via the academic tutoring program.

Promote positive values and attitudes and dealing promptly with conflict and incidents in line with established academy policies.

Work alongside SENCO and SEN team in providing information for EHCPs and reviews with CiC students and attend EHCP reviews.

Developing Self and Working with Others

Take part in an annual staff performance review with line manager

Ensuring an understanding of levels of safeguarding, whilst being able to record and action safeguarding incidents.

Support CiC students with their mental health and be able to identify, understand and respond to signs of mental illnesses.

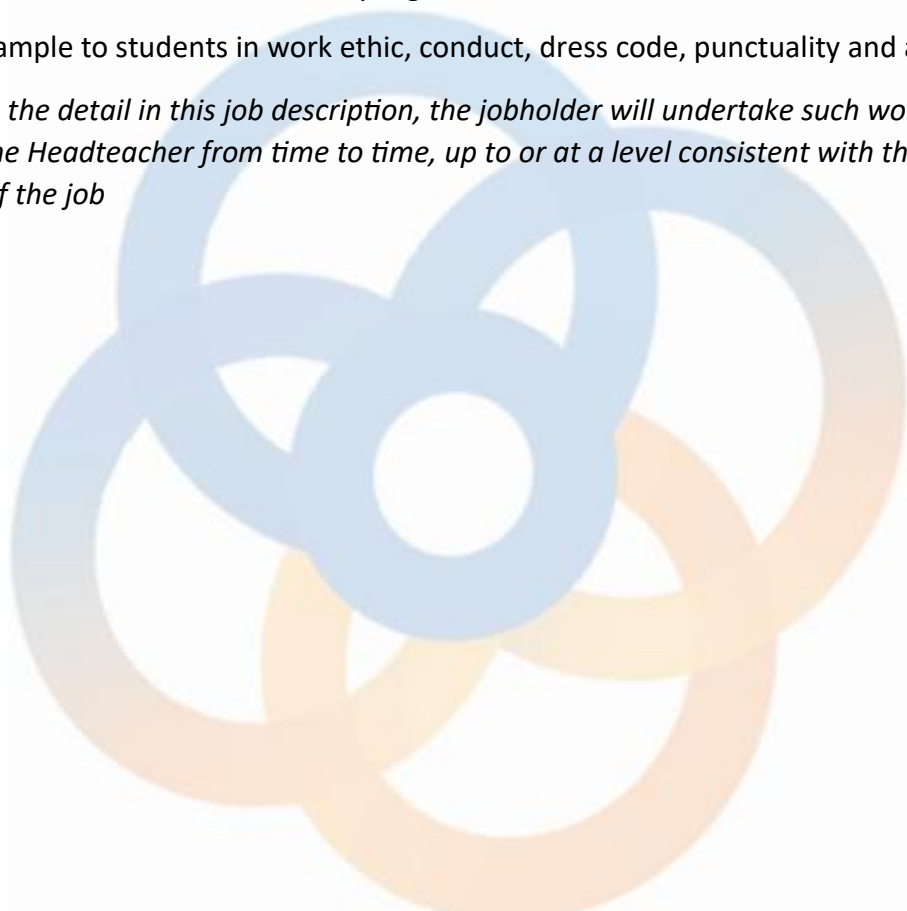
Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Work collaboratively with teaching staff to support students in their learning and the preparation of learning resources

Supervise the use and care of the school building, fixtures and equipment by the pupils and to ensure their adherence to relevant health and safety regulations

Set a positive example to students in work ethic, conduct, dress code, punctuality and attendance

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the main responsibilities of the job



Person Specification: Student Support Mentor

Criteria	Essential	Desirable	Method of Assessment
Qualifications and training	Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification e.g. social care, youth work) GCSE grades 9 to 4 (A* to C) in English and Maths. Willingness to participate in relevant training and development opportunities		Application form/Interview
Experience	Experience of working with vulnerable/hard to reach children	Recent experience of working with LAC children Experience of working with LAC children within an education setting Experience of working with vulnerable and hard to reach young people	Application form, References
Professional Skills & Knowledge	Ability to build and maintain effective relationships and personal boundaries with students. Ability to liaise sensitively and effectively with parent and carers, recognising their role in students learning	Effective use of ICT to support learning	Application form, Interview/Assessment, References

	Excellent communication skills Good standard of numeracy & literacy Understands and acts on responsibility for the safeguarding and welfare of students		
Personal attributes	Ability to build and maintain successful relationships with students; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. A high level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements Ability to work effectively as part of a team Punctual and reliable Suitability to work with children		Application form, Interview/Assessment, References