JOB DESCRIPTION

POST TITLE: **PASTORAL MENTOR**

LOCATION/BASED: **GOSFORTH ACADEMY**

GRADE: **N6**

RESPONSIBLE TO: **HEAD OF YEAR**

CORE PURPOSE: **To be responsible for supporting the pastoral team within the main academy. To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including supporting the work of the pastoral team, implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the academy's policies and procedures.**

MAIN DUTIES & KEY RESPONSIBILITIES

1. To support students with their pastoral needs focusing on their wellbeing and behaviour.
2. Under the agreed system of supervision, during the short-term absence of the classroom teacher, to supervise students undertaking work which has been set in accordance with the school's policy.
3. To manage student behaviour problems or emergencies, in the absence of the teacher, according to the academy's policies and procedures.
4. To deal with any immediate problems or emergencies, in the absence of the teacher, according to the academy's policies and procedures.
5. To return the work completed by students to the appropriate teacher and feedback on any behavioural or other issues, using the academy's agreed referral procedures.
6. To monitor and evaluate students' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
7. To use ICT effectively to support learning activities and develop students' competence and independence in its use.
8. To liaise sensitively and effectively with parents/carers as agreed with the teacher.
9. To undertake activities as directed by the teacher, with whole classes, individuals or small groups of students.

10. To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.

11. To demonstrate creativity in assisting with the practical resourcing of the classroom.

12. To respond to student individual needs and promote the inclusion and acceptance of all students in the classroom and the school.

13. To undertake planned supervision of students' out of academy learning activities and supervise students on visits and trips.

14. To promote and implement the academy's equal opportunities policies in all aspects of employment and service delivery.

15. To establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students.

16. During designated time to act as a first point of contact for all student related matters arising.

17. Manage a caseload of challenging students.

18. Link with other professionals, in school, such as the AWO team and outside of the school, such as social care colleagues.

19. Contribute to the management of attendance, punctuality, behaviour and exclusion practices for the target group students.

20. Contribute to the development of the guidance programme.

21. Contribute to the assembly programme.

22. To support and contribute to the training of colleagues as the Pastoral Team grows.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.

2. Demonstrate the vision and values of the Trust in everyday work and practice.

3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.

4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.

5. Attend out of hours events as reasonably required.

6. Take responsibility for your own continuing professional development.

7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: PASTORAL MENTOR

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Excellent written and oral communication skills	✓	
Excellent numeracy/literacy skills	✓	
Able to persuade, influence and gain co-operation	✓	
Excellent ICT skills and ability to use them effectively to support learning	✓	
Working knowledge of relevant polices and awareness of relevant legislation	✓	
Able to work constructively as part of a team	✓	
Ability to converse at ease with pupils and provide advice in fluent and accurate spoken English	✓	
Understanding of classroom roles and responsibilities		✓
Awareness of relevant legislation relating to child protection		✓
Understanding of principles of child development and learning processes		✓
QUALIFICATIONS AND TRAINING	**ESSENTIAL**	**DESIRABLE**
NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience	✓	
GCSE level qualifications or equivalent in Maths and English	✓	
Appropriate first aid training		✓
Training in relevant learning strategies and specialist knowledge in a particular curriculum area		✓
EXPERIENCE	**ESSENTIAL**	**DESIRABLE**
Working with children of relevant age in a learning environment	✓	
Experience of liaising with adults i.e. parents/carers	✓	
Managing pupil behaviour	✓	
Supervising pupils, under an agreed system of supervision	✓	
Invigilating internal and external examinations, under supervision		✓
Selecting and preparing resources for use in classroom		✓
Experience of using CPOMS and SIMs		✓
Experience of working with external agencies		✓
PERSONAL QUALITIES	**ESSENTIAL**	**DESIRABLE**
Able to relate well to children and adults.	✓	
Able to work with minimal supervision.	✓	
Able to respond effectively to problems.	✓	
Good team worker with a flexible approach to work.	✓	
Committed to equal opportunities in all school activities.	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
A commitment to child protection and safeguarding.	✓	

SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.