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| **Pastoral Mentor - Salary: Grade 3 (£18,887 – £19,650)****Permanent** |
| Job Description |
| **Overall purpose of the post:** | **Working with the KS4 Pastoral Team:*** Establish a positive ethos and identity within KS4
* Establish and maintain excellent relationships with students and parents/carers
* Provide high quality pastoral care for the designated year group
* Promote high levels of attendance and punctuality
* Support students to achieve appropriate post 16 destinations, including supporting FE College and apprenticeship applications
* Assist with record keeping relating to designated year group
* Promote positive attitudes with students towards education and encourage and support them to benefit fully from the opportunities available at RDUTC
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| Specific Responsibilities | **Assist the KS4 Pastoral Team to:*** Monitor attendance and punctuality of students in the designated year group, identifying concerns promptly
* Implement and monitor improvement strategies to address attendance concerns, including carrying out home visits, working with the EWO and contributing to Attendance Support Plans
* Monitor student behaviour in independent study areas to ensure a calm and purposeful working environment, in line with the PVB policy
* Support designated students to plan their use of independent study time to maximise progress
* Provide support for identified students during their independent study time
* Provide support for identified students for coursework catch-up
* Monitor student attendance to intervention sessions, liaising with the SAP and relevant HoD/teachers to address lack of engagement.
* Provide 1-2-1 counselling to support designated students with additional emotional health and well-being needs
* Liaise with external agencies where necessary, including attending and contributing to meetings, passing on information to relevant school staff
* Maintain accurate records for students in the designated year group
* Implement RDUTCs Professional Values and Behaviours (PVB) Policy
* Contribute to the rewarding of outstanding student behaviour, conduct and attendance in line with the PVB rewards policy
* Demonstrate a commitment to safeguarding and actively promote the safety and well-being of students whilst on the school site and when involved in school activities
* Be aware of and comply with policies and procedures relation to child protection and all aspects of safeguarding children

In addition:* Attend and contribute to Y10 and Y11 Parent Consultation Events
* Attend and contribute to Recruitment Open Events and evenings
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| Person Specification | Essential | Desirable | Measured by: |
| Qualifications | * GCSE English and Maths at Grade C or higher
 | * 3 A’ Levels or Level 3 qualifications
* Degree or equivalent
* Counselling qualification
* Safeguarding training at Level 2 or 3
 | 1, 3 |
| Experience | * Experience or working with young people
* Experience of working in a team
 | * Experience of working in a school or college
* Experience of working with a range of students including those with learning, social, emotional and behavioural difficulties
* Experience of working with young people aged 14-19
* Experience of working in partnership with parents/carers
* Experience of using IT software
* Experience of record keeping
* Experience of using SIMs
* Experience of monitoring attendance and punctuality
* Experience of monitoring student progress and supporting effective intervention programmes for those at risk of underachievement
* Experience of working with external agencies
 | 1, 2, 4 |
| Knowledge, Skills and Abilities | * To be suitable to work with children
* To have the ability to relate effectively to young people
* To have excellent communication skills
* To have excellent administrative and organisational skills
* To be able to relate effectively to parents/carers
* To be able to relate effectively to a wide range of different professionals/ external agencies
* To have the ability to motivate students and raise achievement
* To be prepared to obtain a counselling qualification if not already in possession of one
* To have a passion for learning
* To have high expectations of self and others
* To have empathy and humility
* To have a VERY good sense of humour
* To be confident
* To be flexible
* To be resilient
* To work effectively under pressure
* To be able to meet deadlines
 | * To be innovative
* To be charismatic and able to inspire students and staff
* To have a knowledge of how external agencies operate and link with education
 | 1, 2, 3, 4 |

Methods of measurement:

1. Application form
2. Interview
3. Proof of qualifications
4. References

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disaility (as defined under the Act) to meet the requirements of the post.