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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 |
| 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.