**The Grange Therapeutic School**

**JOB DESCRIPTION**

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| Job Title: | Student Support Mentor – Lower School |
| Responsible to: | Ryan Hurst |
| Responsible for: | Supporting pupils age 8-12 with their learning whilst in the classroom, around the school site and during offsite activities. |
| Hours: | 39.5 hours / week. Term Time Only plus 5 full training days |
| Salary: **Job Type:** | £19,055.40 (Actual Salary) plus company pension scheme  Fixed Term |
| Base: | White Gables (Lower School)  The Grange Therapeutic School, Knossington, LE15 8LY |
| Liaises with: | Other members of staff, carers and agencies relevant to the care of children and families. |
| Conditions of Service: | This post is subject to terms and conditions of the employment of Outcomes First Group and The Grange Therapeutic School |

**Job Summary**

To support the pupils in and out of classes and at a co-educational SEMH special school. Every day is different, and you will be supporting pupils in classrooms, around our school site and also on activities and trips as well as with vocational learning. It is the aim that every member of staff should have a positive impact on the lives of the children in our care.

**Duties and Responsibilities**

* To support pupils in lessons and around our school grounds
* To support pupils with activities on and offsite
* To support teachers and instructors in the delivery of lessons and activities.
* To be a part of promoting safeguarding and pupil welfare which is incumbent on all staff.
* Managing and recording behaviour where appropriate.
* Upkeep of the classroom environment including displays.
* Liaising with tutors and family support.
* Supporting behaviour management and student welfare – working 1:1 or in small groups when required.
* Any other reasonable duties commensurate with role as directed by the Principal or their representative.

**ICT responsibilities**

* To use IT and computers in day-to-day work in order to facilitate more effective communication and presentation of information. This includes word processing, e-mail, electronic record keeping and information sharing, multi-media presentation and teaching.

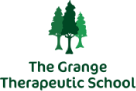
**General**

* To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post-holder’s manager.
* To maintain up to date knowledge of legislation, national and local policies and issues in relation to children’s mental health and education.

**To be noted:**

* *This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with their line manager.*
* *This job description will be reviewed regularly in the list of changing service requirements and any such changes will be discussed with the post holder.*
* *The post holder is expected to comply with all relevant OFG policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.*

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| **The Grange is committed to the safeguarding of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS clearance, safeguarding checks and references.** |

**PERSON SPECIFICATION**

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|  | **ESSENTIAL** | **DESIRABLE** | **HOW TESTED** |
| **Training & Qualifications** | Educated to GCSE C/4 or above in English and Maths or equivalent. | Further post 18 study | Show certificates of qualifications at interview |
| **Experience** | Experience with children. | Experience or working with children and young people within education provision.  Experience of working with young people with challenging behaviour. | Application form.  Assessed at interview and references. |
| **Knowledge & Skills** | Skills using computer databases and common programmes.  High standard of report writing. | Presentation skills.  Ability to communicate sensitive information to young people and colleagues.  Knowledge of safeguarding and attendance legislation/good practice.  An understanding of the needs and difficulties of young people with mental health problems or other areas of SEN.  An ability to apply existing knowledge to a SEMH education context. | Application form.  Interview and references. |
| **Other** | An ability to interact effectively with staff from all disciplines and work hard as part of a team.  Desire to “go the extra mile” in the best interests of children.  Good sense of humour and to be able to place events in perspective.  Ability to work independently, reliably and consistently with work agreed and managed at regular intervals.  Ability to accept and use supervision appropriately and effectively.  Willingness, when absolutely necessary, to use restrictive physical interventions.  Ability to drive and willingness to drive pupils to and from provision / home etc in school vehicles.  **Own vehicle is essential due to the location of the school, no public transport is available.**  Good personal organisational skills. | Experience of working within an education system. | Application form, interview and document check. |

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