



## **Job Description & Person Specification**

**Job Title:** Mentor

**Line Manager:** Mentor Manager

### **Job Purpose:**

- To provide appropriate guidance and intervention for all pupils as part of the Mentor Team
- To safeguard all pupils at all time

### **Main Duties and Areas of Responsibility:**

- To work with the Assistant Heads', DSL and SENCO, to select and deliver intervention programmes
- Support underperforming pupils to remove barriers to learning
- Manage a cohort of pupils and meet 1:1 on a weekly basis
- Deliver the Zones of Regulation (ZoR) in 1:1 sessions/small groups
- Agree and write pupil action plans
- Liaise with parents/carers about school issues and to offer advice about strategies to deal with barriers to learning
- Liaise with schools, teachers, social workers, therapists and other stakeholders when making referrals via school systems
- Be part of the school duty rota, pre-school, breaks, lunches
- Aid pupils with transition periods in school life
- Help pupils to increase their confidence and self-esteem by listening to them and devising appropriate strategies
- Work with pupils to ensure high attendance
- Develop one to one mentoring relationships with pupils
- Develop action plans for students and monitor their progress
- Work closely with teachers and other professionals such as Social Workers, Therapists, Education Welfare Officers and other Stakeholders
- To be part of the schools daily "Team Around the Child" (TAC)
- Attend team meetings
- Undertake training as requested
- To have a specific responsibility (on a rotational basis) for an aspect of school mentoring and support strategies eg: anti bullying or /school council/reflections or similar
- To be an advocate: *A Voice for the Voiceless*
- Additional duties as and when required

## **Professional Development**

- Identify support and professional development required during supervision and PMR's;
- Advise and support colleagues
- Attend all INSET and twilight training as required
- Complete appropriate NVQ or equivalent qualifications

## **Working Time**

- Mentors are required to work 195 days in any one academic year, of which 190 days shall be with pupils;
- Working hours are 8.30am – 4.30pm, Monday to Friday

## **Essential**

- Level 2 Qualification in English, Maths and IT or Functional Skills equivalents (or a willingness to work towards)
- Ability to manage challenging behaviour positively and appropriately
- Ability to develop positive and productive relationships with school staff teams, parents/carers and external agencies
- Excellent interpersonal skills
- An ability to inspire and enthuse children
- Emotional resilience and physical stamina
- A team player
- Able to lead and show initiative
- Ability to keep accurate records
- Knowledge of Safeguarding procedures
- Driving licence

## **Desirable**

- Level 3 Qualification of Children's Learning and Development
- Mentoring Qualification
- Experience of working with children who experience emotional, social and mental health difficulties
- Experience of working with children in a school environment
- The courage and conviction to make a difference.
- The ability to listen and communicate effectively.
- Sustain energy, optimism and motivation in the face of pressure and setbacks.
- Stay calm in difficult situations and maintain clarity of vision.
- Support the team and be aware of others' levels of resilience in different situations.
- Commitment to on-going improvement and learning.