

**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.