

JOB DESCRIPTION

Job Title: Pastoral Outreach Mentor

Location: Rivington & Blackrod High School

Grade: Grade F SCP 17-23

Reports to: Head of Alternative Provision/Deputy Head Teacher(s) for Pastoral Care and Attendance

Main purpose of the role:

To provide pastoral support in a variety of forms for students who struggle to consistently attend mainstream lessons successfully. Working directly with a range of students from all backgrounds, including, but not limited to, those with a special educational need. This work will be completed across our sites including upper school, lower school and Behaviour Support Centre provisions, as well as family outreach work in the school community. The role includes taking responsibility for individuals or small groups of students to help improve their progress, outcomes, behaviour and attendance through a range of strategies. This will include, delivering mentoring sessions, supporting with behaviour interventions and support of students arriving to school promptly and consistently. In addition, there is an expectation to support with our behaviour and attendance provisions within the school as appropriate and, on occasion, supervision of other teaching assistants.

Key duties and responsibilities

Support for students

- Establish productive working relationships with all students and their parents/carers, acting as a role model and setting high expectations.
- To deliver mentoring and intervention with students from across the school, working on a 1:1 or small group basis and provide effective feedback on their engagement and progress.
- To assist in the development, implementation and monitoring of systems relating to behaviour, attendance, integration and restorative strategies and share good practice with relevant colleagues as and when required.
- To assist the Head of Alternative Provision with the development and implementation of resources, communication passports and to feed into action plans for improvement.
- To liaise with teachers, non-teachers and other relevant bodies to gather student information to assist with effective intervention to enhance student's outcomes.
- To track and monitor the progress of students who have previously had support.
- To liaise with parents / carers via a variety of interactive and face to face mechanisms.
- To help improve attendance through various agreed strategies working with key identified students and their families.
- To lead the running of behaviour provisions in schools where necessary to support the high expectations of the trust.
- To challenge and motivate students, promote and reinforce self-esteem.
- Promote independence and implement strategies to recognise and reward achievement both academically, behaviourally and socially.
- If appropriate, support students through home visits and/or transport to and from school.

Support for the Head of Alternative Provision/Deputy Head Teacher(s)

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan and deliver high quality mentoring activities. To evaluate and adjust learning/mentoring activities as appropriate.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Supporting the role of parents in students learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
- Work in co-ordination with other pastoral teams in the school to help improve attendance and culture
- Support the good running of the school day through whole school systems.

Support for the Curriculum

- Deliver intervention and mentoring to students within an agreed system of supervision, adjusting activities according to student learning styles and responses/needs.
- Use ICT effectively in learning activities and develop students' competence and independence in its use.
- Assist students to access learning through specialist support.
- Select and prepare required resources necessary to lead activities, taking account of student's interests, language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend in school activities.
- Participate in training and other learning activities as required
- Deliver out of school support within guidelines established by the school.
- Recognise own strengths and areas of expertise and use these to lead, advise and support others.
- Take the initiative, as appropriate, to develop appropriate multi-agency approaches to support students.
- To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.
- To support the development of individual students including liaison with other agencies as appropriate.

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.

PERSON SPECIFICATION

Job Title: Pastoral & Outreach Support Officer

Qualifications and training	Essential	Desirable
Level 2 or higher in English/Literacy & Maths	✓	
Higher Level Teaching Assistant Qualification or willingness to take the qualification		✓
Continuous professional development in a relevant area of working with students in the secondary phase		✓
Further qualifications or training on an area of school focus such as behaviour, attendance, wellbeing, or safeguarding		✓

Experience, knowledge, and skills	Essential	Desirable
Working alongside young people in an educational setting for a minimum of 2 years		✓
Working with young people with a range of needs and backgrounds	✓	
Preparing resources to support pupil development	✓	
Working effectively within a team environment	✓	
Understanding of effective behaviour strategies	✓	
Working at Teaching Assistant level 3/4 in a school environment		✓
Line management of Teaching Assistants		✓
Understanding of SEND care, support and processes		✓
Ability to communicate effectively with disengaged young people	✓	
School based policies, procedures & codes of practice	✓	
Child development and inclusion within mainstream education	✓	
Classroom roles and responsibilities	✓	
Safeguarding of children & young people	✓	
Confidentiality and Data Protection	✓	

Personal attributes	Essential	Desirable
Effective in the use of ICT	✓	
Ability to promote a positive ethos and role model positive attributes	✓	
A commitment to equality and diversity policies	✓	
A commitment to Health and Safety	✓	
A commitment to child protection and safeguarding	✓	
Ability to remain calm under pressure	✓	
Ability to communicate across all levels	✓	
Ability to build and maintain effective working relationships	✓	
A confident yet caring approach	✓	
Reliable and resilient with a good sense of humour	✓	

Special requirements	Essential	Desirable
Satisfactory enhanced DBS certificate	✓	
Medical clearance	✓	
Two satisfactory references	✓	
Full UK driving license and access to a car during working hours	✓	
Willingness to drive the school minibus on school business	✓	

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.