



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION

Sixth Form Learning Mentor

Grade: Hours: Responsible to:	NJC Point 19 FTE £32,061 Pro Rata TTO plus 2 weeks 5 days a week: Monday 8.00am - 4.00pm; Tuesday - Friday 8.00am - 3.45pm inc. 30min lunch break Assistant Headteacher DSL
Main Purpose:	<u>Safeguarding</u> ▪ To be a Deputy Designated Safeguarding Lead ▪ To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care ▪ To refer to Early Help/ Family Help and CASS/ MASH ▪ To refer to and work with agencies- regarding safeguarding or welfare issues. ▪ To share and maintain vulnerable lists ▪ To contribute to, maintain and review CPOMS ▪ To attend CIN/CP meetings with the Assistant Head/Pastoral Manager ▪ To work with the Assistant Head to write risk assessments for vulnerable students. ▪ To keep abreast of current pastoral and safeguarding issues. ▪ To act to enable all students to have the best outcome. <u>Pastoral</u> ▪ To oversee the welfare of students in Key Stage 4 ▪ To support our most vulnerable young people, ensuring they can achieve and progress ▪ To signpost and refer students and parents in internal and external support ▪ To share welfare student support plans with staff. ▪ To engage in one-to-one sessions with individuals. ▪ To deliver small group sessions.

	▪ To support transition of students from KS3 into KS4 and from KS4 into KS5. ▪ To support Attendance interventions as directed by the Assistant Head- including students missing from lessons. ▪ To liaise with and refer to the in-school counsellor <u>Wider school</u> ▪ To, under the direction of the Assistant Head (Director of Safeguarding and Pastoral 7-11), to manage investigations linked to breeches of discipline. ▪ To respond to Smoothwall incidents. ▪ To communicate on a professional level with staff, other professionals and parents/carers ▪ To communicate with parents/carers regarding issues to do with their child's welfare. ▪ To liaise with Attendance Team, Head of Year, Assistant Head, Pastoral Manager, School Nurse and SENDCO. ▪ To attend Safeguarding and Pastoral Meetings.
Support for the School:	▪ Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager. ▪ To be aware of and comply with all school policies and procedures in particular relating to safeguarding, health and safety, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff. ▪ To be aware of and support difference to help ensure everyone has equal access to the services of the school and feel valued, respecting their social, cultural, linguistic, religious and ethnic background. ▪ To contribute to the school ethos, aims and development/improvement plan. ▪ To work as part of a team, appreciating and supporting the role of other people within the team. ▪ To attend and participate in meetings as required.
Resources:	▪ To ensure use of IT to full capacity produce high quality documents. ▪ To organise and present information for reports in a variety of formats.