

JOB DESCRIPTION | Thrive Mentor

Reports to:	Thrive & Reflection Manager
Hours of work:	37 hours per week, 39 weeks per year (term time + 1 week)
Salary Grade and Point:	OAT Support Grade 4, Point 11 - 14

ROLE VISION AND PURPOSE

- To be a critical member of the Academy's Thrive provision team, mentoring students who have been removed from lessons via the Academy's on-call system, or those that may need additional emotional or wellbeing support outside of the classroom, in small groups or on a one-to-one basis.
- Provide input to the identification of needs, assessing those pupils who need extra support and the development of individual action plans for targeted students.

KEY ROLES AND RESPONSIBILITIES

- Work with small groups of students and provide targeted intervention sessions that support in removing barriers to learning.
- Provide extra support to students through knowledge of a range of activities and opportunities available to them.
- Work in a 1-1 relationship with targeted students to support in the creation and implementation of action plans.
- Develop social skills or self-esteem groups as needed, including any related resources.
- Liaise with school staff and other agencies to identify students at risk of disengagement.
- Collate information and maintain records of student achievement and intervention attendance, feeding back the Thrive & Reflection Manager and wider Senior Leadership Team as required.
- Develop relationships with students to provide advice and guidance on learning and development.
- Mentoring students who have been placed in the Academy Reflection Room.
- To uphold the standards for learning as outline in the Academy's Behaviour Policy, maintaining a calm and purposeful learning environment within the Thrive provision.
- Under the direction of the Thrive & Reflection Manager, engage with the implementation of strategies and processes as appropriate.
- On an ad hoc basis, where the need may arise, to provide cover for the Academy's Reflection Room provision.
- May demonstrate own duties to new or less experienced staff.
- Interpret information and situations, with the ability to solve varied problems and develop solutions under the guidance of the Thrive & Reflection Manager.

SKILLS AND EXPERIENCE

- GCSE or equivalent in Maths and English. (C and above).
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Some experience of working with children in an educational setting and supporting them with their learning and behaviour would be advantageous, but not essential as full training will be provided.
- Excellent communication skills and the ability to build relationships quickly with staff and pupils.
- Excellent ICT and keyboard skills.

- Commitment to safeguarding and equality of opportunity as well as inclusion.

GOAL SETTING AND PROFESSIONAL DEVELOPMENT

- To participate in the Academy's arrangements for goal setting as per the OAT Goal Setting Policy, professional development and the Academy's arrangements for quality assurance and internal verification.

GENERIC RESPONSIBILITIES

- To carry out all responsibilities regarding the Academy's Safeguarding policies and procedures.
- To comply with all Health & Safety at work requirements as laid down by the Academy.
- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

FLEXIBILITY CLAUSE

Other duties and responsibilities, express and implied, which arise from the nature and character of the post within the Academy's (or section) mentioned above or in a comparable post in any of the Academy's other sections or departments.

VARIATION CLAUSE

This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Principal reserves the right to make changes to your job description following consultation.

CONTEXT

All staff are part of a whole Academy team. Everyone is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Development Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.