

THE GRANGE SCHOOL



STUDENT SUPPORT MENTOR





JOB DESCRIPTION

Title: Student Support Mentor

Salary: Bucks Pay Range 3 Salary inset here

4 days a week, must include and Thursday & Friday 8am-3.30pm

Responsible to: Mrs Alison Round - Student Support Manager

Main Purpose of the Role:

Engage with students by delivering 1-1 or small group work sessions.
Support students to develop their social and emotional skills and build resilience.

Student Mentoring in Stapleton House

- To be based in Stapleton House as part of the team providing support to students.
- To work with allocated students on their agreed plan/targets to give guidance, strategies, and advice on the areas they need support with.
- To see drop in students that come to Stapleton house.
- To deliver programme to small groups of students.
- To have access to the school safeguarding system and report/record concerns in line with school procedures.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- To work 1:1 or in small groups delivering mentoring support for referred students.
- Setting and reviewing appropriate targets for referred students.
- Planning appropriate activities and resources for use in mentoring sessions.
- Monitoring, recording, and reporting students' progress towards the agreed targets.
- Providing Student Support Manager with termly data report.
- Encouraging the social and emotional development of students.

- Encouraging students to participate in all aspects of school life.

Safeguarding support

- To be responsible for interrogating data provided in the attendance 3-day absence report and in line with school procedure arranging and completing home visits.
- To action e welfare forms/ smoothwall alerts as directed by DDSL
- To be responsible for leading when a student is missing by following the procedure for Team SOS.
- To ensure Safeguarding files are sent out and received in a timely manner in line with statutory guidance and updates CPOMS, as necessary.
- To ensure any new safeguarding files are read and any pertinent information is brought to the attention of DDSL/DSL.
- To undertake other administration tasks associated with Safeguarding as requested by line manager.

Support for Home – School – Community Partnerships:

- To liaise with the Student Support Manager with regard to referrals to outside agencies and information from outside agencies, appropriate to supporting the students.
- To lead with the delivery of Young Carer provision across school.
- To have high expectations of all students; respect their social, cultural, linguistic, religious, and ethnic backgrounds, and be committed to raising their educational achievement.

Support for the School:

As a member of staff at The Grange School:

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference to ensure all students have equal access to learn and develop.
3. Contribute to the overall ethos/work aims of the school.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings.
6. Participate in training and other learning activities and performance development as required.
7. Assist with the supervision of students, as per school policy, before school, break, and lunchtime.
8. Ensure that the day-to-day housekeeping of Stapleton House is maintained to a good standard and report any issues, including those involving Health and Safety to the Student Support Manager or directly to the Site Manager.



The Grange School

Person Specification

Job Title: Student Support Mentor

Key Criteria	Essential	Desirable
Qualifications and Training	A good standard of secondary education (GCSEs or equivalents).	
	Good numeracy and literacy skills.	
Competence Summary (knowledge, abilities, skills, experience)	Experience of working or caring for children	An understanding of child development and learning.
	Ability to work effectively with and relate well to students.	Knowledge and understanding of the National Curriculum
	Ability to work alongside teachers and other professionals	Effective use of ICT to support learning
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	
	Ability to deal appropriately with sensitive / confidential information.	
	Knowledge and ability to encourage and motivate students to reach or exceed their potential.	
	Awareness of relevant policies / codes of practice and legislation associated with child protection, and equalities.	
	Be flexible to changing needs of students.	
Work-related Personal Requirements	Committed to equality of opportunity.	
	Able to respond flexibly and adapt to changing and challenging circumstances.	
	Willing to challenge, persuade, motivate, and influence young people.	
	Ability to maintain strict confidentiality of information received as part of job role.	
	Driving licence and access to a vehicle to undertake home visits.	
Other Work Requirements	Attend appropriate meetings.	
	Ability to evaluate own development needs and those of others and seek learning opportunities to address any areas needing development.	