



THE ADEYFIELD ACADEMY

JOB DESCRIPTION

Student Mentor and Support Officer H6 Full Time (Term Time plus 1 week)

The post holder is required to perform the duties below. The post holder will be responsible to the Assistant Headteacher and will demonstrate a genuine commitment to our equal opportunities policy and the well-being of all students.

This job description will be reviewed annually and will form the basis of the staff appraisal procedure. Any issues relating to the review of this job description should be brought to the notice of the Headteacher by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

JOB PURPOSE & ROLES AND RESPONSIBILITIES

The Student Mentor and Support Officer will provide targeted pastoral and mentoring support to students, particularly those who are vulnerable, disengaged, or facing barriers to learning. The role is designed to build trusted relationships, promote positive behaviour and attitudes to learning, and support students' personal, social, and emotional development so they can thrive both academically and personally.

MAIN DUTIES AND RESPONSIBILITIES

Student Mentoring and Support

- Act as a key mentor for identified students, offering consistent one-to-one and small group mentoring focused on wellbeing, behaviour, attendance, self-esteem, and resilience.
- Build strong, professional relationships with students, providing a trusted adult presence within school.
- Support students to reflect on behaviour, make positive choices, and develop strategies for self-regulation.
- Deliver restorative conversations and mentoring following behaviour incidents, ensuring learning and repair of relationships.
- Monitor and track the progress of mentored students, maintaining accurate records and contributing to reviews and intervention planning.
- Support students during transition points, including in-year admissions and key stage transitions.
- Undertake in class observations to identify areas of challenge for identified students
- Undertake in class 1-1 support where necessary to support transition into learning

Pastoral and Behaviour Support

- Work closely with Heads of Year, Safeguarding and Pastoral teams to support the education, physical, social, and emotional needs of students.
- Promote and reinforce the school's behaviour, rewards, and praise systems through mentoring and daily interactions.
- Support the supervision of students when required, including during internal exclusions, detentions, and restorative sessions.
- Investigate incidents as directed and report outcomes clearly to relevant staff.
- Contribute to attendance, punctuality, uniform, and behaviour strategies for assigned year groups.
- Oversee the detention process, including the monitoring and tracking of detentions and restorative conversations, ensuring completion, accurate recording, and appropriate follow-up in line with school procedures.



Attendance and Engagement

- Support attendance monitoring for identified students, working closely with the Attendance Officer.
- Participate in attendance meetings and mentoring interventions aimed at improving engagement with school.
- Make supportive phone calls home to encourage attendance, positive behaviour, and improved outcomes.

Working with Staff and External Agencies

- Liaise effectively with form tutors, teaching staff, and pastoral colleagues regarding student progress and concerns.
- Contribute to multi-agency working by communicating with external professionals where appropriate.
- Attend and contribute to relevant meetings, including student reviews and pastoral planning meetings.

Communication with Parents and Carers

- Develop positive, supportive relationships with parents and carers of mentored students.
- Communicate concerns, progress, and successes in a professional and solution-focused manner.
- Support the organisation and delivery of Parents' Consultation Evenings and information events.

Recording, Safeguarding and Administration

- Maintain accurate and timely records of mentoring, behaviour, and pastoral interventions using CPOMS, Edulink, and other school systems.
- Ensure safeguarding concerns are recorded and reported in line with school policy.
- Provide appropriate administrative support to Heads of Year and the wider pastoral team.
- Assist with the organisation of reports, references, and documentation related to student support.

School and Community Contribution

- Attend relevant training and INSET to support professional development, particularly in mentoring, behaviour, and safeguarding.
- Support school events where directed.
- Uphold and actively promote school policies, values, and high expectations for all students.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Principal to undertake work of a similar level that is not specified in their job description. This job description is subject to regular review.

January 2026