

Job Description

Job Title – Academic/Pastoral mentor

Salary – Starting scale £22166 to £28282 – to be negotiated in line with skills and experience

Hours – 40 hours per week, 39 weeks per year

Responsible to – Class Teacher

Purpose and Summary of Job

To work under the instruction / guidance of the Teacher, and senior staff in the curriculum delivery and pupil support.

To ensure effective extra-curricular support from specialist consultants and therapists.

To effectively stand in for the Teacher within the classroom environment for intermittent periods and short to medium term Teacher absence.

Work may be carried out in the classroom, outside the main teaching area or off-site.

Main Duties & Responsibilities

- To provide high quality teaching and learning opportunities
- To show flexibility and differentiation when working across all ability levels
- To provide structured learning opportunities through effective classroom management
- To ensure that all pupils are working towards their agreed accreditations
- To use a variety of teaching approaches and activities to develop pupils' learning through planned intervention and independent learning opportunities both within the school environment and more inclusive community contexts
- To support and contribute to the school's ethos
- To offer teaching opportunities, which give concrete learning experiences
- To maintain effective partnerships with parents/carers to promote pupils' learning and to provide information to parents about targets, achievements and progress
- To help produce quality displays around the school and ensure that they are updated regularly
- To assist pupils upon arrival, during the morning routines, lunch/break times and upon departure
- To help the teachers prepare the learning environment and maintain it to a good standard. This may include clearing up afterwards, particularly in practical subjects such as Cooking, Construction or Art
- To pass on information about pupils' achievements and any other issues to their teacher or other relevant staff
- To complete all necessary educational paperwork to ensure an effective transfer of information
- To support pupils in activities based on and off the school site
- To attend staff meetings as required and follow pupils' personal plans to increase understanding and awareness of the pupil's individual needs

- To help collate, evaluate and maintain pupils' progress records
- Guiding pupils in carrying out the work set by the teacher (this may be as the person in charge of a pupil or small group with no teacher present)
- Assisting with therapy programmes and leading 1:1 support interventions
- Photocopying, laminating, assisting with classroom displays and preparing teaching materials
- Support in the upkeep of teaching resources and ensure that the classroom environment is supportive of each learners needs
- Supervise and provide support for all pupils ensuring their safety and access to learning activities
- Assist with the development and implementation of individual pupil plans
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the well-being and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher where appropriate
- Administer medication, if required, after appropriate training

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupil's work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupil's responses to learning activities and accurately record achievement / progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing effectively with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour where appropriate
- Establish and develop effective relationships with families and support groups
- Provide clerical / administrative and housekeeping support such as photocopying and filing as appropriate
- Effectively motivate and develop the staff group, enabling achievements for the pupil and class.

Support for the Curriculum

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to the pupils' Statements, Individual Education Plans and the school schemes of work recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment / resources required to meet the lesson plans / relevant learning activity and assist pupils in their use

Support for the School

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school whilst continually developing relevant links and communication with pupils' homes.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required, supporting the pupil's progression and wellbeing.
- Participate in training and other learning activities and performance development as required
- Assist with the safe supervision of pupils at all times during the school day
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a small group or individual, as appropriate, under the supervision of the teacher
- Comply and assist in the development of policies and procedures relating to Child Protection, Health & Safety, security, confidentiality, and data protection, reporting concerns to appropriate person

Performance Management

Annual performance reviews are based on this overall job description. These are set in discussion with your appointed Teacher.

Safety Intervention (SI)

To do all you reasonably can to obtain and maintain sufficiently good physical health to be able to undertake SI training and annual re-accreditation;

To obtain and maintain at all times accreditation in the Safety Intervention system, including compliance timelines and refresher programs

Driving School Vehicles

If permitted to drive the vehicles, always to do so in an appropriate, safe and responsible manner in line with policies and procedures that are in place.

Policies, Procedures & Standards

To work in line with Ortus Education West Raynham School policies and procedure and to be able to summarise relevant information when asked.

To have an understanding of current relevant legislation.

Person Specification – Academic/Pastoral Mentor

This post is subject to full DBS checking. The following will be tested in application/ interview

Requirement	Essential	Desirable
Qualifications	<p>Qualification in English & Maths Computing knowledge e.g. Microsoft office package Willingness to undertake all training as requested.</p> <p>Commitment to undertake professional development.</p>	<p>Relevant qualification in safeguarding.</p>
Experience	<p>No previous experience is necessary but a passion and commitment to gain the required skills, knowledge and experience is vital.</p>	<p>Experience of working with young people or adults with learning disability, challenging behaviour.</p> <p>Experience of working with a positive behaviour support model.</p>
Knowledge		<p>Knowledge of,</p> <ul style="list-style-type: none"> • Safeguarding • Relevant legislation • Autism and Asperger's • Trauma and Attachment • Health and Safety • Duke of Edinburgh • ASDAN
Skills	<ul style="list-style-type: none"> • The ability to communicate clearly and effectively • The ability to carry out detailed instructions and relay back relevant information • Able to relate well to pupils and build positive and respectful relationships that are 	



	<p>on a professional level</p> <ul style="list-style-type: none">• Able to work as part of a multi-disciplinary team• Must be able to show initiative• The ability to drive	
Other	<p>Consistency</p> <p>Reliability</p> <p>Punctuality</p> <p>Flexibility</p> <p>Enthusiasm</p>	<p>Seeks out advice and supervision whenever necessary;</p> <p>Attends and contributes to supervision suggested solutions, as well as an agenda of items to discuss;</p> <p>Always makes high quality and well-presented written and spoken reports and records.</p> <p>To make yourself available for regular professional supervisions (and an appraisal at least once a year.</p>

Jobholder..... Signed..... Date.....

Manager..... Signed..... Date.....