

JOB DESCRIPTION

STUDENT PASTORAL MENTOR (KS3)

Grade:	OA 4
Hours of work:	32½ hours per week – 08:30 – 15:30 (½ hour lunch break)
Contract:	Term time only
Base Location:	Newport Pagnell

OVERVIEW

The post holder will be directly responsible to the Pastoral & Academic Leaders (PALs). He/she will be part of the Pastoral Management plus Group (PMG+). The post holder will have access to advice and support from these Team Leaders and any other outside agencies as required.

The mentor will work with identified students.

MAIN RESPONSIBILITIES

At the direction of the PALs:

- To be responsible for a caseload of students with persistent emotional, social or behavioural difficulties (internally excluded students, returning fixed term exclusion students, students on a PDB support programme, KS3 (Year 8 or 9 only) students with behaviour issues and pupil premium students) who will be referred via PMG and KS3 PALs with possible self-referrals too;
- Implement any agreed social and emotional well being modular programmes with identified students with PILC staff e.g. Discovering me, Edlounge;
- Create a Plan with the student and work towards achieving the targets using recognised strategies, liaising with other agencies when necessary and referring students on as required;
- Work with students, teaching staff and the family to enable optimum conduct, performance and learning at Ousedale School;
- Attend key meetings to advise and support as required;
- Provide written reports in support of Pastoral Support Programs and be available to report in person at reintegration meetings;
- Provide advice and written reports to PMG and PALs about generalised issues affecting groups of students or the school more widely;
- Work within the Child Protection arrangements for Ousedale School;
- Liaise with the relevant PAL and other staff about significant issues arising from session work - this is not a confidential service and the mentor must keep the PAL informed as appropriate;
- Collate and analyse restorative justice sheets for KS3. To produce a half termly report and disseminate the information to PALs and middle leaders to help intervention with behaviour and identify staff that may need classroom support;
- To support the PAL(s) in their general pastoral work e.g. 'phoning parents, interviewing and collecting students etc., as directed by the PAL(s);

- Timetable will consist predominantly of pastoral support in the classroom of identified students but may also consist of pastoral support in the PILC and the analysis of RJ forms and may consist of cover of the PILC or any other area as directed by the PALs.

In addition, undertake responsibility for some of the following tasks by arrangement:

- Offer Inset support via presentation or discussion based on current practices and future developments for management of student issues in school;
- By request, be available to facilitate restorative mediation wherever required;
- Maintain day to day confidential KS3 student filing systems in PALs offices (including updated datasheets received regularly throughout the year);
- Assist in setting up and supporting any facility within Ousedale School, for inclusion, if required;
- Attend Governors' Personnel Committee, by agreement, to talk about work being undertaken;
- To help with the organisation of the KS3 achievement awards evenings;
- To carry out any reasonable duties as directed by the PALs or senior member of staff.

The duties of this post may vary from time to time without changing the general character or level of responsibility entailed.

January 2020