

## JOB DESCRIPTION: Pastoral Mentor

The following job description is for the guidance of candidates as to the requirements of the post.

PURPOSE:	To deliver mentoring sessions to students that require additional support
RESPONSIBLE TO:	Head of Year
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	Day rate negotiable. Ideally on a self employed basis, but employed considered
WORKING TIME:	1 day per fortnight (8.30am-3.30pm), (16 days in total) December 2020 – July 2021, term-time only

### Summary of responsibilities

The Pastoral Mentor will work primarily on a 1:1 basis with students to deliver mentoring sessions. Students selected for mentoring will largely be those requiring support from a youth worker/mentor in order to improve their motivation to learn. Students may be experiencing difficulties at home and /or may be in receipt of Pupil Premium funding. The postholder will also run occasional workshops for small groups of students, with a pastoral focus.

### Main (core) duties:

- Work in conjunction with the Deputy Head (Pastoral), Head of Kvutzah (PSHCE), Senior Student Support Manager, Teacher i/c Pupil Premium and Pastoral team as part of the package to support students.
- Run fortnightly mentoring sessions with students.
- Deliver occasional workshops to small groups of students that require a pastoral intervention e.g. healthy relationships, sexual health and substance misuse.
- Keep accurate and secure records of mentoring delivered.
- Evaluate the impact of the mentoring programme.
- Provide regular feedback through Line Management meetings outlining actions undertaken, successes and areas for review.
- Liaise with the safeguarding team as required.

### Other Duties:

- To take responsibility for personal professional development, keeping up to date with research and developments which may lead to improvements in the mentoring service provided.
- To undertake any other duty as directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

## Person Specification – Pastoral Mentor

### Essential

- ✓ Experience working with children and young people
- ✓ An understanding of the issues facing young people
- ✓ Ability to build rapport and trust with young people
- ✓ Ability to be a role model to young people
- ✓ Ability to work independently and as part of a team
- ✓ Patience, tolerance and sensitivity
- ✓ A non-judgemental outlook
- ✓ Enthusiasm
- ✓ Good sense of humour

### Desirable

- ✓ Youth work qualification
- ✓ Coaching and mentoring qualification
- ✓ Experience working in a school and/or youth work setting
- ✓ Proven recent success in planning and delivering workshops for young people