

JOB DESCRIPTION

ACADEMIC / PASTORAL MENTOR (KS4) (Olney Campus)

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| Grade: | OA4 |
| Hours of work: | 31.25 hours per week 8.30am - 3.15pm (30 minute lunch) |
| Contract: | Term time only |
| Base Location: | Olney Campus |

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 pupils.

MAIN RESPONSIBILITIES

At the direction of the PALs:

- To be responsible for a caseload of pupils with persistent emotional, social or behavioural difficulties (internally excluded pupils, returning fixed term exclusion pupils, pupils on a PDB support programme, pupils with behaviour issues and pupil premium pupils) who will be referred via PMG and KS4 PALs with possible self-referrals too;
- Implement any agreed social and emotional wellbeing modular programmes with identified pupils with PILC staff e.g. Discovering me, GCSEpod;
- Create a plan with the pupil and work towards achieving the pastoral and academic targets using recognised strategies, liaising with other agencies when necessary and referring pupils on as required;
- Work with pupils, 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 pupils or the school more widely;

- Advise an update Personalise Provision Plans (PPP) for individual pupils
- 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 KS4. 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 pupils etc., as directed by the PAL(s);
- Supervising and supporting individuals or small groups of pupils for targeted learning opportunities;
- Supporting teachers in the assessment and recording of pupil work;
- Support individuals and groups of pupils deploying a range of strategies outlined by the PAL through the school's strategic intervention strategy;
- Timetable will consist predominantly of pastoral and academic support in the classroom of identified pupils but may also consist of pastoral and academic support in the PILC and the analysis of a range of pupil pastoral and academic data 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:

- Up to 8 hours/ week of teacher lesson cover at the direction of the Cover Organiser. There may need to be some negotiation if a request for cover clashes with a pre-determined and unmovable appointment as part of the academic pastoral mentor role i.e. a parent meeting;
- By request, be available to facilitate restorative mediation wherever required;
- Assist in setting up and supporting any facility within Ousedale School, for inclusion, if required;
- To help with the organisation of the KS4 achievement awards evening;

ETHOS AND CULTURE

- Promote an ethos and culture that are in line with achieving the aims of the school.

DATA PROTECTION

- Ensure all documentation is stored and processed in line with the School Data Protection Policy and Document Retention Guidelines in line with the General Data Protection Regulations (GDPR).

HEALTH AND SAFETY

- Carry out basic safety checks;
- Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply.

GENERAL

- Support relevant out of school learning activities, e.g. clubs and other activities within school guidelines;
- Carry out any reasonable tasks as directed by the Headteacher, a member of SLT or your Line Manager.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed:

Dated:

September 2022