# **Job Description**

Job title: Engagement Mentor
Reports to: Assistant Headteacher

Salary: Range 7

### Job purpose

To support students who, for a range of reasons, do not currently engage positively in school; this includes those students at risk of exclusion, permanent exclusion or those who demonstrate at-risk behaviours.

#### Responsibilities

Work closely with the Pastoral Team and the Wellbeing and Learning Mentor to support students to contribute positively to our school community and achieve the best possible outcomes.

#### **Specific Responsibilities**

- Facilitate bespoke 1-to-1 mentoring sessions to support students with a range of barriers that impact their engagement in school and in the wider community.
- Deliver evidence-based group interventions to support students.
- Work closely with students, staff and parents to identify contributing factors and potential barriers to positive school engagement.
- Work collaboratively with the Pastoral Team to ensure students in case load behave positively in school.
- Work with students with Emotional Based School Avoidance to ensure they are able to attend school regularly.
- Liaise with the Wellbeing and Learning Mentor to support students who have SEMH needs that may impact on their engagement with school.
- Triage referrals and keep up-to-date logs of interventions.
- Work collaboratively with the Pastoral Team, Focus Hub Manager and Careers department to create links with vocational curriculum providers.

## **Person Specification**

	CRITERIA	Essential	Desirable
QUALIFICATIONS	<ul> <li>GCSE or equivalent in English and Maths</li> <li>Any relevant mentoring/ counselling qualifications.</li> </ul>	<b>✓</b>	<b>√</b>
EXPERIENCE	<ul> <li>Extensive prior or current         experience working with         children and their         families/carers in a         mentoring/professional         capacity</li> <li>Proven track record in         improving outcomes for</li> </ul>	✓ ✓	

	young people.	
SKILLS AND ABILITIES	<ul> <li>Excellent communication and positive relationship building with young people</li> <li>Able to empathise, nurture and guide.</li> <li>Sympathetic and reflective</li> </ul>	✓ ✓
	Confident, assertive and able	<b>v</b>
	to thrive in a challenging environment.	,
	Emotionally intelligent	✓
	<ul> <li>Excellent communication skills both verbal and written and being able to link these to the needs of the child.</li> </ul>	<b>√</b>
	Resilient	✓
	Problem solver, innovative	
	and able to develop creative solutions	<b>~</b>
	<ul> <li>An enjoyment and liking for pupils, people, schools, learning and families</li> </ul>	✓
	<ul> <li>Ability to identify potential Child Protection and/or Safeguarding issues and follow the school's policies</li> </ul>	<b>✓</b>
	A strong commitment to inclusion	✓
	<ul> <li>Excellent record keeping and administrative skills</li> </ul>	✓
	Able to use CPOMS	✓
	<ul> <li>Abie to work independently and proactively.</li> </ul>	✓
	<ul> <li>Able to prioritise and organise workload as required.</li> </ul>	✓
	<ul> <li>Flexible, happy to support other school staff if and when required.</li> </ul>	✓
	Able to present to small groups	✓
	Down to earth with a good sense of humour	✓
KNOWLEDGE	Knowledge of mentoring	✓
	practice.	
	Knowledge of school	<b>*</b>
	attendance guidance.	
	<ul> <li>Knowledge of educational provision at K/S 3 and K/S 4</li> </ul>	✓

Understanding of Keeping	, v
Children Safe in Education	
(KCSIE)	
An understanding of the	
impact of discrimination o	on 🗸
the lives of socially exclud	led
families, including those fi	rom
minority ethnic communit	ties
and diverse backgrounds.	
<ul> <li>Knowledge of 3<sup>rd</sup> party</li> </ul>	✓
services which can suppor	rt
children and their families	s
and how to access these	
services.	
Knowledge of mental heal	Ith 🗸
services open to young	
people and their families	
Knowledge of Early Help a	
Social services provision fo	or
families.	
Knowledge of child	<i>√</i>
development and impact	of
Adverse Childhood	
experiences.	N .
Working Knowledge of SE	N 🗸

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.