



KITE COLLEGE

Kent Inclusive Technical Education

Job Description

Job title: Outreach Mentor

Responsible to: College Principal

Date: September 2025

Purpose:

To support the pastoral needs of learners to ensure that behaviour, safety, well-being and attendance targets are met for all learners.

College Ethos:

Promote the vision and values of the College, developing a culture of high expectations and personal responsibility. Support the consistent implementation of college policies, approaches and expectations. Promote British Values, diversity and equality and learners' personal development.

Main Duties:

Behaviour, Safeguarding & Attendance

- o Work with parents/carers, learners and staff to create open discussions about learners' needs, the College's expectations and what appropriate support looks like.
- o To develop effective communication between families and college.
- o To provide pastoral support to learners experiencing difficulties on a day-to-day basis and respond to matters arising.
- o Work with learners to demonstrate and encourage good behaviour in line with the College's behaviour policy
- o To train as Deputy Designated Safeguarding Lead (DDSL) and undertake associated responsibilities should the need arise
- o Responsibility for Filtering & Monitoring and oversee safe use of internet in college
- o To adopt the keyworker role for named learners, to include monitoring their progress, attending any relevant meetings, and reporting any concerns to the SENCo/ Safeguarding/ Senior Leadership Team.
- o Support the physical and emotional wellbeing of learners, encouraging confidence and self-esteem through listening to them, and through individual and group support as directed by SENCo/ SLT.
- o Support learners across the college to enable opportunities to express their views and influence decisions.
- o Support the attendance and punctuality of all learners and work to improve attendance

- rates where issues are identified, recognising how this links to learners' wellbeing.
- o Follow all relevant legislation, guidance and procedures about child/adult protection, safeguarding, and health and safety
- o Work collaboratively with appropriate, external agencies to support learners' development and progress.
- o To signpost support both internally in college and within the community.
- o Record and monitor all matters relating to behaviour, safeguarding and attendance.
- o Contribute to data collection
- o Devise Risk assessments for individuals that may have specific health or behaviour needs
- o Update individual timetables and pupil profiles as necessary
- o Any other administrative tasks as directed.
- o Provide 1:1 or small group interventions to support wellbeing.
- o To provide supervision at all unstructured times throughout the day, including learner breaktimes, and be visible and available to learners.
- o To provide outreach pastoral interventions to learners who may need off site support due to poor attendance/ safeguarding/ behaviour/ wellbeing issues.
- o To act as assistant dog handler and be responsible for the school therapy dog when she on site.

Teaching and learning

- o Promote consistently high expectations of all learners and make sure they are making good progress by supporting targeted academic and pastoral support
- o Promote and support inclusion for all learners.
- o Role model good levels of literacy and numeracy, and encourage improvement in these areas among learners who are struggling
- o Develop action plans with pathway tutors and work with staff and parents/carers to implement.
- o Where necessary support in lessons/ workshops and provide cover for absent colleagues.
- o Support learners' successful transition to the next phases of education
- o Where appropriate, visit learners at home to discuss issues and plan next steps

ANY OTHER REASONABLE TASKS AS DIRECTED BY LINE MANAGER/SLT.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a grade C/grade 4 in English and maths • Relevant training and qualifications for post.
Experience	<ul style="list-style-type: none"> • Working with children/young adults of the relevant age, and managing situations relating to challenging behaviour • Assessing learners' needs and barriers to learning • Delivering programmes for learners with challenging behaviour, including one-to-one, small group and whole-class activities • Coaching and recommending staff on suitable behaviour interventions • Working closely with families/carers, including carrying out home visits • Working collaboratively with outside agencies and taking part in meetings
Skills and knowledge	<ul style="list-style-type: none"> • Strong listening skills and proven ability to deal with sensitive situations with integrity • Proven ability to communicate effectively with adults and children, including through written and verbal communication • Proven ability to create good relationships with learners, staff and parents/carers • A well-developed understanding of strategies to manage and support young people with challenging behaviour in a college environment • Proven ability to tailor interventions to individual learners • Excellent understanding of safeguarding policies and procedures, and their role in child protection • Proven ability to be flexible to changing workload demands and new challenges • Ability to use IT systems and to conduct analysis and produce reports
Personal qualities	<ul style="list-style-type: none"> • Willingness to give the best possible opportunities to all learners • Ability to relate to young people and act as a positive role model • Well-developed sense of empathy • Organised, proactive and self-motivated • Good time management skills • Commitment to upholding and promoting the ethos and values of the College • Ability to work collaboratively • Ability to work well under pressure and prioritise effectively • Ability to self-evaluate own work and actively seek opportunities for development • Commitment to always keeping confidentiality • Commitment to safeguarding, equality, diversity and inclusion

This job description may be amended at any time in consultation with the postholder

Last review date: September 2025

Principal's signature:

Date:

Postholder's signature:

Date:
