St Matthew’s, High Brooms, CE Primary School

Job Description: Pastoral Support Mentor

1. Work as part of the pastoral support team in partnership with the school’s Inclusion Leader
2. Devise, plan, and implement interventions in conjunction with the pastoral team and teaching staff. Contribute to the monitoring and evaluation of the effectiveness of support strategies
3. Develop a mentoring relationship with targeted students either on a 1:1 or group basis to address their barriers to learning
4. To facilitate group activities to address particular areas of need eg social skills, behaviour / conflict management, building resilience
5. Maintain regular contact with families/carers of students in need of extra support to secure positive family support and involvement in the child’s learning
6. Provide students with support to develop their learning attitudes
7. Under the direction of the Inclusion Manager collate and prepare information relating to assessments, statements and referrals to other agencies
8. Maintain and update pupil records relating to medical, welfare and pastoral needs; sharing information with colleagues as appropriate
9. Support staff in meeting the pastoral needs of students
10. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
11. Possess the ability to work flexibly and on their own initiative
12. Be willing to participate in further training and development opportunities offered by the school
13. Demonstrate commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way
14. Liaise with teaching staff, and other agencies to (eg school counsellor, social services) to support the emotional needs of children.