



## **Job Description for Pastoral Learning Mentor**

### **Responsible to: Head of Pastoral support**

Pastoral Assistants will support the school's ethos at all times and will liaise closely with the Head of Pastoral support and the school wide community.

### **Overall Responsibility:**

- To promote the academic and pastoral ethos of the Academy and provide inclusion for all pupils (Nursery to Year 6).
- To help pupils overcome social, emotional or behavioural difficulties.
- To identify barriers to pupils' learning and support in removing those barriers.
- To ensure that leadership and life skills are embedded across all areas of work with children, to create a culture of pupil empowerment based on Covey's '*The Leader in Me*'
- Maintain accurate records to measure impact and outcomes

### **Tasks and duties:**

#### **Behaviour and Pastoral**

- Provide 'lead support' to pupils whose barriers to learning stem from social, emotional and behavioural difficulties.
- To assist with structured one-to-one sessions where appropriate; provide support in terms of anger management, self-esteem etc., as well as personalised sessions where necessary.
- To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and school life.
- To support the schools behaviour policy
- To assist and deal with day-to-day behaviour issues across the whole school
- Provide pro-active behaviour support to all teaching and support staff
- Work with other pastoral support assistants and the Inclusion Team to share good practice/offer support to one another on a regular basis.
- To be jointly responsible with the Inclusion Team for planning, implementing and evaluating individual behaviour plans.

## **Academic**

- To support and guide the pupils across the school.
- To be aware of and use safeguarding policies as appropriate within the school.
- To be a visible and pro-active part of the duty system throughout the school day both in terms of supporting pupils in class, and during break and lunchtimes.
- Provide pupils with an avenue to voice their issues and concerns.
- Communicate success
- Develop an understanding of policies and procedures, complying with their contents and raising concerns in a timely manner.
- Provide support in lessons and identify causes/incidents triggering pupil problems.
- To recognise own strengths, areas of expertise and use these to advise and support others.
- Take part in pupil pursuit's activities to develop a better understanding of how pupils respond to different approaches.

## **School communication and record keeping**

- Attend weekly review and planning meetings with the Head of Pastoral support
- Maintain records of mentoring meetings.
- Consult, liaise and communicate with parents' face to face, telephone or letter as appropriate.
- Keep accurate records of all communication with parents and pupils all pertinent pastoral information relating to students within the year group in student files.
- To support targeted parents engagement with school.

## **Other requirements:**

- Attend pastoral meeting/take minutes.
- Be flexible for school special events.
- To participate in training and performance management as required
- To have an up to date Enhanced DBS disclosure

## Pastoral Support Assistant

### Person Specification

Experience/Quality	Essential	Desirable	Interview
Literate and Numerate to a standard level ( C grade or above )	✓		✓
Knowledge of the social and emotional factors which affect a child's ability to learn	✓		✓
Experience of working in environments where barriers to social exclusion are identified and a positive ethos developed	✓		✓
A strong commitment to inclusion	✓		✓
Confident, assertive and able to thrive in a challenging environment	✓		✓
Flexible in attitude	✓		✓
Excellent interpersonal skills	✓		✓
Emotionally intelligent	✓		✓
Work well under pressure-good time management skills and able to plan time effectively	✓		
Problem solver	✓		✓
Proactive	✓		✓
Reflective	✓		✓
Resilient	✓		✓
Excellent communication skills both verbal and written	✓		✓
Good sense use of humour	✓		✓
An enjoyment and liking for pupils , people ,schools and learning	✓		✓
Understanding of Leader in Me ethos and how they can implement it.		✓	✓