



Job Description

Pastoral Support Mentor

Actual Pro Rata Salary £18,998 (FTE £21,695) – Term time only plus 2 weeks

The post-holder is responsible to the *Pastoral Lead*

'Teach the children with all kindness and gentleness possible.'

Marie Madeleine D'Houet (1781 – 1858)

'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'

FCJ Education: Our Vision and Values (2013)

Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students learning in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet.

GRADE: Fixed SCP 10 - £18,998 (pro rata actual salary) Term time + 2 wks

REPORTING TO: Pastoral Lead

ASSISTED BY: Teaching and non-teaching staff

MAIN JOB PURPOSE

- To provide a full range of pastoral care addressing the social, emotional and academic needs of the students in order to support learning and raising achievement across year groups.
- To coordinate pastoral mentoring of students.
- To work with the School Counsellor and Family Liaison officer in providing mental health and emotional well-being support to pupils.

CORE DUTIES

- To provide pastoral support to students experiencing difficulties on a day-to-day basis.
- To support the mentoring and counselling initiatives in school, and to provide relevant information when needed.
- To be able to mentor students who are experiencing difficulties and to develop appropriate strategies for support.
- To provide guidance and support for students, dealing with student concerns and issues such as bullying and use conflict resolution to manage and close incidents.
- To provide information, advice and structured intervention to enable students to make positive choices about their behaviour, attendance and social interactions.
- To adopt the keyworker role for named students, to include monitoring their progress, attending any relevant meetings and reporting any concerns to the SENCO and Heads of Year.
- To work with a range of teaching and non-teaching staff such as the SEN Department, class teachers, Education Welfare Service and other external agency professionals, to ensure that the needs of all our students are met.
- To work as part of the team that responds to pupil behaviour.
- To develop strong links between school and families, in order to improve educational opportunities for students and to promote a positive attitude towards learning.
- To maintain contact with families/carers of students; to keep them informed of the students' needs and progress and to secure positive family support and involvement.
- To contribute to rewarding student success in a variety of different ways, for those students who make significant progress in terms of educational achievement or improvements in behaviour

OTHER RESPONSIBILITIES:

- To work with the Family Liaison Officer and School Counsellor on identified key students
- To help to ensure that students not attending college are provided with appropriate work.
- To investigate incidents which take place out of the classroom, liaising with the Heads of Year, HODs and SLT and follow through with appropriate action, ensuring that statements are taken from students concerning incidents
- To participate in key events, such as Parents' Evenings, Welcome Events, Information and Celebration events.
- To make effective use of relevant ICT software to log information ensuring that student records are kept up to date
- To be aware of and comply with policies and procedures of the school, including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To carry out duties in accordance with the Health and Safety at Work Act, adopting safer working practices, in accordance with school policies and relevant legislation
- To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role.
- To act as a 1st aider (training will be provided if needed).
- To undertake within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post or as directed by the Headteacher or member of the Senior Leadership Team

SAFEGUARDING

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation, and the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role. To ensure the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

OTHER INFORMATION

In addition, the appointed person is expected to contribute to evening support (up to 8pm) as required by the Headteacher. This will only be necessary for specific school functions e.g. Open Evenings, appropriate notice will be given, and will be limited to 3 occasions each year for each member of staff. This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the school and in response to National demands after consultation with the post holder.

This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It may be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder.

This Job Description sets out the major duties and other tasks associated with the stated purposes of the post. Other duties of a similar nature appropriate to the level of responsibility vested in the post and undertaken within the school are not excluded simply because they are not itemised.

The duties of the post could vary from time to time resulting from new legislation or changes in school policy or priorities, and in this case appropriate training may be given to enable the post holder to undertake the new or varied work.

Bellerive FCJ Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education.

May 2022