

JOB DESCRIPTION

JOB TITLE:	Pastoral Mentor
GRADE:	Grade B
WORKING WEEKS/ HOURS:	39 weeks; 35 hours per week
TIMES WORKED:	8.30am – 4.00pm Monday to Friday, Term-time only (39 weeks)
BASE:	Additional Support Department

ORGANISATIONAL ARRANGEMENTS:

Job holder: To be appointed.

Reports to: AHT for Pastoral

GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Provide individualised support and guidance to students on academic, social, emotional and behavioural issues.
- Monitor student attendance, punctuality and well-being.
- Liaise with parents/carers and external agencies to ensure coordinated student support.
- Contribute to a positive and inclusive year group environment.
- Contribute to the development and implementation of year group curriculum plans.
- Work collaboratively with the Year Head to ensure the smooth running of the year group.
- Deputise for the Year Head in their absence.
- Manage student behaviour within the year group according to school policies.
- Contribute to the development and implementation of year group policies and procedures.
- Maintain regular communication with parents/carers regarding student progress and well-being.
- Liaise with teachers, support staff and external agencies to ensure a holistic approach to student support.

- Attend year group and pastoral team meetings.
 - Analyse student data to identify trends and areas for improvement within the year group.
 - Contribute to the completion of reports and documentation related to student progress and well-being.
 - To provide such other duties that may be reasonably allocated or directed within the purview of the post.
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NOTES

- The school and site is open between the hours of 6.00am and 10.30pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
 - Hours of work/designated lunch times may be subject to change for operational reasons.
 - All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
 - If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
 - No other holidays will be granted during term time without a very exceptional reason. Notice must be given in writing at least 6 working weeks in advance.
 - In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
 - There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.
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FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Additional Support Department.

Date Prepared:	May 2024
Prepared By:	HR

Date Reviewed:

Reviewed By: