

Job Title: Junior School Mentor

Summary of role: Responsible for the management of pastoral matters in Years 5,6,7 & 8

Responsible to: Designated Safeguarding Lead

Member of: Primary / Secondary Pastoral Team

Key Responsibilities:

- A. Support in the coordination of the assigned year groups of the role.
- B. Providing pastoral and academic direction and support to students.
- C. Leading and managing pastoral staff and deployment of resources.
- D. Timely and effective communication within the community.

A. Coordination of the assigned year groups of the role
<ul style="list-style-type: none"> ● Contribute to the school development plan in the area of pastoral and academic development and monitoring of pupils ● Implement measurable procedures that result in an improvement in the students' attitude to their own learning ● Record data, from rewards and sanctions to monitoring pastoral and academic progress of students ● Ensure effective and time appropriate communication with relevant stakeholders on pastoral and academic matters ● Analyze approach to learning, PASS data, attainment grades and reports, and to communicate with relevant stakeholders over any causes for concern ● Liaise with the house coordinator in the use of the merit system and to ensure that positive achievement is recognized and celebrated ● Oversee the effective mentoring of pupils and their performance data to ensure that it has an impact on pupils' attainment.

B. Provide pastoral and academic direction, and support to students

- Review and develop policies and procedures that are in place to cater for the welfare, health and safety of the pupils
- Work with the relevant Head of Key Stage / Deputy Head and other mentors to ensure the school's pastoral policies are being adhered to within the year ranges specified above.
 - Ensure effective and time appropriate communication with relevant stakeholders on pastoral matters
- Promote and model internationalism, inter-cultural understanding and the attributes of the Learner Profile
- Monitor the behaviour, attendance and punctuality of students
- Monitor the progress of students and keep accurate up-to-date records of progress meetings / target setting / contract agreements
- Contribute to an effective age appropriate PSHE/RSHE program
- Communicate in a timely manner with parents over any causes for concern
- Report weekly to the relevant Head of Key Stage / Deputy Head on student progress / target setting / contract agreements
- Support the house coordinator in promoting house events where appropriate
- Ensure tutor reports reflect each student's unique development towards the NCBIS values / mission
- Ensure effective transition and integration of new students into the school, and out of the school and between key stages
- Contribute to 'Case Conferences' / teacher concern meetings for teachers which target individual students experiencing difficulties.
- Ensure pastoral / behavioral incidents involving students have been investigated

C. Leading and managing pastoral staff and deployment of resources

- Support tutors, co-tutors or teachers within the assigned year groups
- Support the leading of pastoral staff meetings
 - Contribute towards the induction of new staff
- Liaise with the Inclusive Learning department about relevant students
- Contribute towards the efficient running of school events such as parents' evenings, awards celebrations etc.
- Give presentations to staff and parents on issues relating to the key stage to represent the school at any meetings / events connected with these year groups. Person Specifications: Essential Desirable Demonstrate

Junior School Mentor person specifications

	Essential	Desirable	Demonstrated through
Qualifications			
University Degree in a related area	✓		Application form
Experience of working with children with special needs		✓	
Professional Knowledge and Understanding and experience			
Worked with and relates well to a wide range of young people from different ability, ethnic and social backgrounds as well as with teachers and other professionals.	✓		Application form & interview
Experience of working in a school, youth work, careers or social services.		✓	Application form & interview
Ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ability, ethnic and social backgrounds.	✓		Interview
Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-school and external advice and expertise where necessary.	✓		Interview
Ability to identify potential barriers to learning and engage in strategies to overcome these barriers.	✓		Interview
Professional Skills			
Excellent communication skills to relate well with a variety of people, including students and adults.	✓		Interview
Ability to teach Google Apps for Education, Microsoft Office (Including Access) amongst others.		✓	Interview

Able to plan and work collaboratively with colleagues	✓		Interview
Able to communicate sensitively with parents	✓		Interview
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓		Interview
Personal Attributes			
Commitment to excellence	✓		Application letter & interview
Ability to enthuse and motivate others	✓		Interview