

## Job Description

<b>Title of Post:</b>	Student Support Mentor
<b>Pay details:</b>	Grade 5 SCP 5-6
<b>Accountable to:</b>	Intervention Coordinators and Student Support Coordinator

### Main purpose

To work under the guidance of the Student Support Coordinator and Intervention Coordinators to facilitate online tutoring and implement agreed work, care and support programmes with individuals or groups of students, in or out of the classroom.

### Duties and responsibilities

- To supervise students during tutoring sessions
- To organise resources to facilitate tutoring sessions
- To reduce exclusions by raising the aspirations and esteem of young people who have lost interest in the learning process.
- To mentor identified students
- To assist in the development and implementation of support programmes for disaffected students
- To attend meetings, when required, and to make appropriate teaching staff aware of outcomes from these meetings.
- To attend pupil planning meetings when required and to work as part of a team to implement actions agreed during these meetings.
- To keep accurate records of the support given to students and track student progress to evaluate the impact of interventions and their effectiveness.
- To provide a confidential help and advice service to students with emotional and or behavioural issues under the guidance and supervision of the Student Support Coordinator
- To facilitate group work to support students with friendship issues.
- To provide advice and support to teaching staff on strategies to maintain disaffected students in the classroom and support their learning.
- To provide support, when required to do so, to individual students and their families when they are unable to attend school.

### Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

### Other Responsibilities

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that the Headteacher feels is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Headteacher in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
**Headteacher**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
**Postholder**