



Job Description

Job Description: Pastoral Mentor

Plympton Academy

Salary: TSAT Pay Group 3 pro rata to £20,042-£23,713 for hours and weeks stated (£22,818 - £26,997 FTE)

Start date: September 2023

Contract: Permanent

Hours: 37 hours per week, 39 weeks per year (Term time plus 1 week)

Job Purpose

To be a member of the Pastoral Support Team and under the direction of the Inclusion Lead, to support the learning, behaviour and wellbeing of students and make a significant contribution to the vision and direction of Plympton Academy. To be an essential part of the team, including SLT, Heads of Year and Head of SEN, that operates to maintain our trust's culture of 'Aspire, Achieve and Respect' in the way that students behave when they are on the school-site. To provide additional pastoral support and intervention alongside the Heads of Year, and year group pastoral staff.

Duties and Responsibilities

- To promote positive values, attitudes and good student behaviour including addressing students whose behaviour does not meet the expectations within the school behaviour policy.
- To be relentless in monitoring the inclusion and behaviour of students and ensuring that appropriate follow up takes place by all members of staff where misbehaviour, or serious misbehaviour occurs; particularly when students cross red lines.
- To work alongside other members of the pastoral and inclusion support teams to create and apply intervention strategies for individuals or groups of students to defend and promote the culture of aspire, achieve and respect.
- To provide additional capacity to the 'on call' team throughout the day, patrolling corridors regularly to keep discipline and order, and identifying 'hot spots' within the Academy.
- To liaise with parents, attend meetings as appropriate, review and update student support plans.
- To support all Heads of Year and work as part of a team to ensure that all students are able to enjoy and fully participate in all areas of Academy life and reach their full potential. In particular, to provide support for young people who are experiencing barriers to their learning.



- To support the assessment and review of the needs and difficulties of young people, using a variety of assessment techniques and finding strategies to overcome these.
- To support and develop young people's potential in a safe and supportive setting
- To challenge and support students who are not behaving in line with Academy expectations and policy, including uniform. To monitor and review the effectiveness of strategies put in place to support these students.
- To maintain confidentiality as appropriate.
- To ensure accurate and effective record-keeping is concise, effective and meets all policy expectations
- To administer and monitor student records and ensure these are updated regularly – including student punctuality, attendance and behaviour
- To log incidents, interventions and ensure records are filed correctly
- To escort students on visits as required
- To supervise students, including small group interventions as necessary
- To supervise students within the Internal Reflection room during the Academy day, ensuring that student access learning
- To mentor vulnerable groups of students who are at risk of underachieving
- To supervise students throughout the day, including before school, break, lunch and after school times
- To support with the investigation of safeguarding concerns, as directed by the Designated Safeguarding Lead
- To support with other members of the pastoral team, the day-to-day running and supervision of the Internal Reflection room/area
- To communicate effectively with parents as required and appropriate to discuss the behaviour and progress of individual students
- To implement academy policies and practices with due regard to equal opportunities, health and safety and the welfare and learning needs of students
- To support the Academy mission statement, vision and strategic objectives
- To attend all relevant and appropriate meetings as documented on the academy calendar/directed time plan
- One-to-one informal support and care for students as required
- To assist with the provision of quality reports on individual learners, regarding behaviour and intervention for statutory external agencies and bodies
- To participate and actively engage with Academy CPD and Think Ahead processes
- To undertake any other duties commensurate with the post as may be required by your line manager, SLT or Principal



Working with colleagues and other relevant professionals

- Establishing positive relationships with parents/carers and outside agencies working in health; the police; social care and youth, in order to promote the well-being of all students
- Supporting Teaching and Learning by helping maintain good order
- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Following the correct policies and procedures, including those for Safeguarding, to ensure all students achieve and are safe.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their 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
- Take part in the school's appraisal procedures
- Participate in training and development programme.
- Attend meetings where necessary.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other areas of responsibility at Plympton Academy

To act as designated first aid person on duty



Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at The Victory Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust. • All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

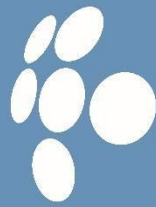
Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the

- welfare of children and young people and to follow the child protection procedures



This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually as an integral part of the Think Ahead and line management process.

The duties and responsibilities of this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of the post.

Name:

Signed:

Dated:.....