

GARTH HILL COLLEGE JOB DESCRIPTION

POST:	House Mentor
SALARY/GRADE:	BG-I
HOURS:	27.5hrs, 44.3 weeks (term time only plus inset days) – some flexible working required.
RESPONSIBLE TO:	Head of House
REPORTING TO:	Head of House / Assistant Head of House

Preamble:

As a key member of the 'house' pastoral team, the House Mentor will work with pupils and their families and support pupils to develop personally, progress and achieve success. House Mentors will possess the skills, confidence and aptitude to work effectively with our young people and parents/carers. The House Mentor will be directly line managed by the Head of House, supported by the Assistant Head of House, and will provide additional capacity and support to the pastoral team. In directing and facilitating their work, the Head of House will empower House Mentors to make a real difference to our young people.

Main Roles and Responsibilities

1. Supporting the pastoral and behaviour management of pupils, redirecting behaviour as appropriate.
2. Dealing with a variety of pastoral and behavioural issues that occur day-to-day.
3. Supporting the Head of House/Assistant Head of House in follow up actions and/or referrals.
4. Communicating proactively with parents/carers, pupils and staff as appropriate.
5. Encouraging family participation in pupils' learning.
6. Supporting the Head of House and the House team in identifying groups of pupils in need or at risk and making referrals.
7. Mentoring of pupils (including disadvantaged and vulnerable pupils) including helping them to take greater responsibility for their own learning, study, organisation, overcome barriers and/or instill excellent behaviour for learning.
8. Supporting the co-ordination of individual support (including attendance, participation, pupil welfare etc..) liaising with key staff and other agencies as appropriate.
9. Supporting pupils to draw up and implement an individual action plan.
10. Contributing to the raising of academic results by helping pupils take responsibility for their own learning and help them to overcome barriers to learning.
11. Contributing towards teaching and delivery of curriculum material to small groups of pupils when appropriate (ie. study skills/support, home learning etc.).
12. Supporting the Head of House in liaising with the House Secretary to help direct administrative tasks and support generally when additional administrative support is required.
13. Supporting the Head of House and Assistant Head of House in record/log keeping and ensure that staff are kept fully informed of issues and developments relating to the 'house' and pupils in the 'house'.
14. Promoting the work of the 'house' and foster a strong house identity.
15. Engaging and associating with pupils in the 'house' frequently during all times of the day to build strong professional relationships with the pupils and to help pupils to build strong relationships with each other.
16. Co-ordinating individual support with other key staff and agencies.
17. Assisting transition from primary school and other in-year transfers.

18. Supervising groups of pupils and classes, supporting pupils in their learning as appropriate (including emergency cover supervision as required).
19. Supporting the antibullying agenda through coordinating the Antibullying Champions and monitoring and responding to pupils who report bullying.
20. Working flexibly (including evenings, weekends and holidays, by prior agreement).
21. Undertaking any reasonable duties as requested by the Principal.
22. All employees working with children and, young people have a responsibility for safeguarding and promoting their welfare.

Signed

Date.....

PERSON SPECIFICATION

Post: House Mentor

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> ▪ GCSE or equivalent which includes Maths and English at grades A* - C. ▪ 2 'A' Levels in any subject or equivalent recognised qualification, e.g. GNVQ Level III. 	<ul style="list-style-type: none"> ▪ Higher education qualification in National Curriculum subject area. ▪ Good ICT Skills.
Competence Summary (Knowledge, Abilities, Skills, Experience)	<ul style="list-style-type: none"> ▪ Having worked with children or have experience of own children. ▪ Skills training or experience in adolescent behaviour ▪ Interpersonal Skills. ▪ Knowledge of pupils with learning and behavioural difficulties. 	<ul style="list-style-type: none"> ▪ Working in a school environment. ▪ Desire to work with parents. ▪ Knowledge of outside agencies.
Work-related Personal Requirements	<ul style="list-style-type: none"> ▪ Approachable. ▪ Good communication skills. ▪ Ability to work as part of a team. ▪ Ability to monitor records. ▪ Good organisational skills. ▪ A motivator. ▪ Ability to write reports. ▪ ICT Skills. 	<ul style="list-style-type: none"> ▪ Particular interest in a specific curriculum/pastoral area. ▪ Familiar with SIMs and Microsoft Excel.
Other Work Requirements	<ul style="list-style-type: none"> ▪ Flexibility. ▪ Self-Motivation. ▪ Good sense of humour. ▪ Liaison with staff. ▪ Prepared to do home visits. ▪ Prepared to work with feeder primary schools and external agencies. ▪ Professional standard of dress as per that expected of staff at Garth Hill College. 	<ul style="list-style-type: none"> ▪ Prepared to use own transport. ▪ Driving Licence.