



Job Description and Person Specification

Job Description and Person Specification –Pastoral Support Mentor

JOB TITLE:	Pastoral Support Mentor
DEPARTMENT:	Learner Services
RESPONSIBLE TO:	Learner Services Manager
RESPONSIBLE FOR:	N/A
GRADE/SALARY:	Business Support scale 6

OUR PURPOSE AND VISION

‘Unlocking Potential, Fostering Success’

To be a leading provider of education and skills that supports community cohesion and drives local and regional productivity.

Our Values

Ambitious	We set high expectations and standards for students, colleagues and our communities, striving for excellence in all that we do.
Resilient	We believe that every challenge is an opportunity to learn, develop and become stronger.
Collaborative	We work together, support one another, share ideas, and encourage success.
Inclusive	We value individual difference and creating an environment where everyone has the same opportunities
Respectful	We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind.

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JOB PURPOSE

To implement policies and procedures in respect of learner improvement/intervention strategies to support student attendance, retention, achievement and progression. To support the delivery of programmes and activities in relation to employability, mental health, social and emotional wellbeing and British Values.

MAIN DUTIES AND RESPONSIBILITIES

- Ensure 100% of “at risk” learners who require intervention have targeted group sessions or 1:1 meetings in line with the Group's policy.
- Deliver outstanding programmes and activities which support the Group's mental health, emotional and social wellbeing strategy.
- Deliver outstanding programmes and activities which support the Group's responsibilities in relation to promotion of British Values.
- To undertake group and 1:1 meetings with a cohort of learners identified as requiring intervention at the designated campus.
- To work collaboratively with the Team Leader Learner Services and curriculum teams to follow up concerns regarding achievement, retention and/or behaviour to create a tiered intervention approach.
- To build and maintain supportive relationships (one to one and small groups) to assist in the personal and social development of students by providing appropriate guidance and support
- To assist the Programme Leader for Learner Services with all aspects of delivery of the Group's mental health, emotional and social wellbeing strategy in order to provide support for the most at risk students at college.
- To assist the Programme Leader for Learner Services in the delivery of programmes and activities in relation to British Values.
- To contribute to the Learner Improvement Process as appropriate according with Group procedures
- To identify concerns, risks and barriers to students' progress and work with parents/carers, colleagues and external agencies in order to overcome them
- To work closely with internal Group services such as: careers guidance, SEND, exams and support services to ensure a collaborative, effective and informed approach to learner interventions.
- To support students with a range of pastoral welfare and personal issues.
- To monitor “at risk” learners to maintain their motivation through the learner journey liaising with curriculum teams weekly and referring learners on as appropriate e.g. to student support services, counselling and careers.
- To contribute to learner reports as required
- To attend events such as parents' evenings, induction events and review meetings with curriculum as required

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- Listen to and support students to resolve a range of issues that are creating barriers to learning.
- Network and work collaboratively with other professionals to ensure a cross agency approach where appropriate e.g. Connexions, Youth Service, CAMHS, Youth Offending etc.
- Attend inter-agency support meetings where appropriate including those relating to EHCP and LAC/Care Leavers learners
- Work collaboratively with the Designated Lead Safeguarding Officer to ensure that Safeguarding disclosures are dealt with effectively.

Group Responsibilities:

- Adhere to all Group policies and procedures.
- Behave in accordance with the Groups' Values
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel is required for this role.
- Actively participate in performance reviews at regular intervals in accordance with Group procedures.
- Undertake training courses organised by the Group where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- To undertake risk assessments and comply with the Groups risk management audit requirements.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in Staff Code of Conduct Policy.

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Safeguarding Children and Vulnerable Adults:

- The Group is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.
- We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the Group. This is in line with statutory guidance Keeping Children Safe in Education, we expect all staff and volunteers to promote the welfare of children and vulnerable adults within the Group and to share this commitment.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

Equality and Diversity:

- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Group provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, nationality, ethnic origin or disability

Health and Safety:

- To promote health, safety and welfare throughout the Trafford College Group

Review

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

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PERSON SPECIFICATION – Pastoral Support Mentor

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSED BY
VALUES AND BEHAVIOURS	<p>Be ambitious. Set high expectations and standards for students, colleagues and our communities, striving for excellence in all that we do.</p> <p>Be resilient. Believe that every challenge is an opportunity to learn, develop and become stronger.</p> <p>Be collaborative. Work together, support one another, share ideas, and encourage success.</p> <p>Be inclusive. Value individual differences and create an environment where everyone has the same opportunities</p> <p>Be respectful. We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind</p>		Application Form Interview
EDUCATION AND QUALIFICATIONS	Level 2 numeracy and literacy	Degree in a related subject	
KNOWLEDGE	Knowledge of the range of issues facing 16-19 year old young people and appropriate services available for signposting.		Application and interview
EXPERIENCE	<p>Experience of working within a Further education setting.</p> <p>Experience of working with young people to help ensure they achieve their goals</p>		Application and interview
SKILLS AND ABILITIES	<p>The ability to challenge learners appropriately, set targets, monitor and develop strategies to support learners to achieve in relation to retention, attendance and achievement</p> <p>The ability to develop a detailed knowledge of the</p>		Application and interview

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	<p>curriculum area and to develop effective working relationship with delivery teams.</p> <p>Excellent written skills including excellent spelling, grammar and the ability to write concisely and accurately</p> <p>The ability to work with a diverse group of learners, recognise their different needs and develop successful strategies to meet those needs</p> <p>The ability to deliver a learner focused service.</p> <p>An ability to develop the knowledge and understanding of curriculum subjects, to support learners to achieve their aspirations and goals.</p> <p>To be a role model for learners and evidence of employability in terms of role modelling the Trafford College Group agreed Standards and Behaviours</p> <p>Evidence of the ability to be ambitious, inspirational and motivational to young people</p> <p>An outcome based approach to working and the ability to achieve objectives</p> <p>The ability to prioritise workload</p> <p>Well-developed communication, verbal skills and the ability to empathise and provide support to young people</p> <p>The ability to recognise the importance of regular dialogue with the academic teams and an ability to be helpful and supportive to them in supporting learners to achieve their goals.</p>		
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	<p>Well-developed skills in the use of ILT and the ability to use Microsoft office at an intermediate level.</p> <p>An ability to work as a member of a team and build relationships with others.</p> <p>A commitment to continuous professional development.</p> <p>A commitment to safeguarding and promoting the welfare of children and vulnerable adults</p>		
PERSONAL CIRCUMSTANCES	e.g. Able to travel between Group locations and to employers and organisations		Interview
EQUALITY, DIVERSITY AND INCLUSION	Candidates must demonstrate understanding of and acceptance and commitment to the principles of human rights and equality and how they underpin practice.		Interview
SAFEGUARDING	Commitment to safeguarding and promoting the welfare of children and vulnerable adults		Interview