

CAPEL MANOR COLLEGE JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	SEN Mentor
GRADE:	Business and Learning Support Scale 5
RESPONSIBLE TO:	Wellbeing and Support Manager
CAMPUS:	Crystal Palace and Mottingham
HOURS:	36 hours, 40 weeks per year Term Time

KEY RESPONSIBILITIES

1. Providing mentoring to SEN students to support their development of English and maths
2. Providing pastoral support to SEN students
3. Providing mentoring to SEN students to support their personal and social development and independence
4. Providing mentoring to SEN students to support development of their study and learning skills
5. To be a member of the College Safeguarding Team and operate as a Designated Safeguarding Officer

RESPONSIBILITIES

Mentoring

1. Provide 1:1 and small group mentoring to support SEN students to develop their English and maths.
2. Provide mentoring to SEN students to support their personal/social development, behaviour and attitudes and promote independence.
3. Provide mentoring to SEN students to support development their study and learning skills
4. Offer Pastoral support and undertake general 1:1 support sessions, as and when required.
5. To carry out group workshops on topics such as equality and diversity, wellbeing, including Prevent and British Values, and other relevant topics relating to young people.
6. Monitor student morning arrivals, offer lunch break support and assist with student afternoon departures.

7. Work as an effective Mentor in the student amenity areas to ensure the student disciplinary code is upheld.
8. Identify and challenge student behaviour deemed outside the code of conduct at all times and work with the learners to improve.
9. Use a range of interventions to resolve conflict successfully, including effective mediation strategies.
10. When sent disciplinary referrals where appropriate, complete intervention meetings. Develop and keep records of work completed with learner.
11. With disciplinary cases, provide evidence for disciplinary hearings when needed.
12. Keep records of student interventions and update Director of Student Support and Experience on relevant statistics.
13. To ensure and maintain an accurate and up to date record is kept of contact with students and groups.
14. To create a rapport with young people to promote students' personal/social development and wellbeing.
15. To use a range of methods to consult with students and staff to identify potential enrichment activities that meet a wide range of students' interests and abilities.
16. To establish and maintain liaison with outside agencies on a regular basis to facilitate welfare services, e.g. Health Promotion Unit, Sponsors and the Police Consultative Group.
17. To support with college events such as the fresher's fair, residential trips, team building/adventure days, outings and ongoing events.
18. To contribute to the development of the tutorial programme
19. Facilitate group discussions on a range of personal, social and health issues.

Safeguarding

20. Support appropriate student behaviour in line with the Code of Conduct. This includes the Capel grounds and buildings during break periods (including the canal area), ensuring ID cards are worn at all times by students.
21. Maintain an overview of particularly challenging students and their behaviour and punctuality. Make necessary referrals when appropriate.
22. Take part in reviewing safeguarding procedures with the Director of Estates and the Director of Student Support and Experience on areas of safety.
23. Assist Director of Student Support and Experience as a Designated Safeguarding officer with safeguarding matters, and refer students, as per need, to relevant internal and external services.

GENERAL

1. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	Criteria	Essential/Desirable
Qualifications (Educational and Vocational)	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period.	Essential
	Evidence of continuous professional development	Essential
	Qualification in Mentoring Youth Work or similar	Essential
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	Level 2 SpLD qualification or willingness to achieve (support will be given to gain accreditation over a specified period.)	Essential
	First Aid certificate or willingness to gain First Aid at Work qualification	Essential
	Experience in working with young people in either a formal or informal setting	Essential
	Experience of training, coaching or mentoring	Essential
	Experience of supporting and engaging young people with SEN, including those who may be reluctant to participate	Essential
	Knowledge/understanding of The SEND Code of Practice and Education and Health Care Plans.	Essential
Previous experience/job knowledge		

Skills (Competencies and Aptitudes)	Personal presence and the ability to challenge behaviour and manage conflict	Essential
	The ability to develop positive working relationships with individuals at all levels	Essential
	Sound administrative skills	Essential
	Effective communication/organisation skills and ability to work on own initiative and as part of a team	Essential
	Empathy for young people and the ability to understand and relate to the issues affecting them	Essential
	Demonstrate an understanding of young people's needs, including young people with learning difficulties	Essential
	The ability to communicate effectively orally and in writing	Essential
	The ability to use your initiative and make quick decisions to deal with unexpected situations	Essential
	Ability to write reports and present information to relevant staff	Essential
	Other factors/ additional requirements	An understanding of safeguarding and a commitment to creating a safe learning environment An understanding of and commitment to safeguarding young people and vulnerable adults. Motivation to work with children/young people/Vulnerable adults. Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults. Emotional resilience in working with challenging behaviours Attitudes to use of authority and maintaining discipline.
The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.		Essential
Confident, self-motivated with a committed approach to work.		Essential
Commitment to inclusive and comprehensive educational provision.		Essential
Clean Driving Licence		Desirable