

HAYBROOK COLLEGE TRUST

JOB DESCRIPTION: MILLSIDE SUMMIT MENTOR (LEVEL 4)

Supportive, Understanding, Motivational Mentoring and Individualised Teaching

Responsible to: Millside School Head of Centre

Main purpose of the job :

Support the learning, achievement and development of pupils with Social, Emotional and Mental Health difficulties (SEMH) under the direction of the Millside School Head of Centre and the Pastoral Leader, and take responsibility for the 1:1 intervention programmes of exceptionally vulnerable young people.

Main job functions. The post holder will effectively:

To fulfil all the duties as set out in the Job Description of a Millside SUMMIT Mentor.

Responsibilities:

Under the direction of the Millside School Head of Centre and Pastoral Leader, the SUMMIT (Supportive, Understanding, Motivational Mentoring and Individualised Teaching) Mentor will:

Support Pupils

- A. Under the direction of the Lead SUMMIT Mentor and class teachers, the SUMMIT Mentor will organise and deliver SUMMIT Programmes for students who struggle to engage with learning.
- B. Out of class/ offsite, deliver intervention and mentoring programmes that support student progress.
- C. In class, support student learning in the classroom as directed by the teacher.
- D. Support the collection and maintenance of data measuring pupil behaviour, attendance and academic achievement as required.
- E. Organise and accompany pupils during off-site activities in accordance with the College's system of supervision
- F. Transport pupil to and from individual programmes as and when required.
- G. Establish productive working relationships with pupils and their parents/ carers.
- H. Promote the inclusion and acceptance of all pupils within the class.
- I. Support pupils consistently whilst recognising and responding to their individual needs.
- J. Encourage pupils to interact and work cooperatively with others and assist the teacher to ensure all pupils are engaged in activities.
- K. Promote independence and support strategies to recognise and reward pupils' achievement of self-reliance.
- L. Provide consistent constructive feedback to pupils.
- M. Support the management of challenging behaviours of pupils.

Support Teachers

- A. Organise and manage an appropriate learning environment and resources.
- B. Support the support teachers and/or Millside Head of Centre and staff in the smooth day to day running of the centre.
- C. Support teachers/trainers to lead sessions by ensuring pupils remain focussed on learning and through maintaining positive pupil behaviour.
- D. Within the College's agreed system of supervision, support challenging teaching and learning activities.

- E. Support the teacher to write and implement Individual Education Plans or individual work, Risk Assessment and reports.
- F. Under the direction of teaching staff, SUMMIT Mentors will oversee assessments and share teacher feedback with students.
- G. Manage pupils' behaviour constructively, promoting their self-control and independence.
- H. Provide constructive feedback on pupil progress during meetings with parents and other professionals.
- I. Support the organisation, monitoring and evaluation of all sporting and extra-curricular activities as appropriate.
- J. Take part in the target setting process.

Support the Curriculum

- A. Use ICT effectively to support learning activities.
- B. Support with preparation of additional resources as directed by the teacher.
- C. Deliver 1:1 teaching programmes as directed by the teacher.

General duties

- A. Be aware of and respect all children's religious beliefs and cultures.
- B. Supervise children with vigilance at all break times.
- C. Maintain confidentiality and professional conduct at all times.
- D. Support, promote and comply with decisions and policies agreed by the Senior Leadership Team and the Trustee Board
- E. Support senior staff to formulate the School Improvement Plan and policies in all areas of school life.
- F. Actively organise and participate in activities connected with the School.
- G. Develop effective working relationships with professional colleagues, and always maintain appropriate professional boundaries in relationships with children and work colleagues.
- H. Develop own professional knowledge, skills and understanding through active participation at meetings and training.

Additional Job Functions

The SUMMIT Mentor will:

- A. Plan and develop bespoke programmes for individual students and prepare resources to support a range of learning activities.
- B. Deliver structured learning sessions, either onsite or offsite.
- C. Record Interventions, parental contact, CP logs, offsite learning etc on our recording systems.
- D. Monitor, evaluate and record pupils' progress and reports as required.
- E. Contribute to curriculum and classroom planning – informally and at meetings.
- F. Attend meetings for pupils with other professionals and services eg Special Education Needs when required.
- G. Attend multi agency meetings for pupils when required.
- H. Take an active part in writing reports.
- I. Take responsibility for students on Intervention programmes.
- J. Liaise with external agencies as required.
- K. Liaise regularly with the Heads Of Centre and Pastoral Lead to ensure the best outcomes for pupils.

Safeguarding Children

In accordance with the Trust's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Haybrook College and the Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and are properly applied to pupil, staff and Trust business/information.

Freedom of Information

The post holder must be aware that the public could, in theory, request any information held by the Trust, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies and procedures.

Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Haybrook College. No smoking or intoxicants are permitted in any Trust vehicles or in any vehicle parked on any Trust premises. Smoking of any product and the consumption of alcohol are strictly forbidden.