



Support Service Team

R2L (Return To Learning)

Job Title: Learning and Pastoral Inclusion Mentor

Grade: Grade 6

Post Objective: To ensure that the Hazeley Academy continues to focus on achieving outstanding outcomes through the provision of Pastoral support, based around our ethos of **Routines, Restorative Practices, Relationships and Recognition**. As a member of our 'Return 2 learn' team your main focus will be the effective and continued improvement to our reflection unit and supporting the detention process allowing our students to understand, develop and change their behaviour in positive ways. There will be opportunities to take the lead and help drive those areas and make a tangible difference.

Accountable to: Senior Learning Mentor

- Key Oversight Areas**
- Working within the R2L department as a key member of the team with a focus on the reflection unit and detentions.
 - Role modelling outstanding adult behaviours with children which result in outstanding levels of rapport, supportive, empathetic relationships and a strong and growing of community and social responsibility.
 - To become part of an outstanding team that works in conjunction with the R2L department and wider personalization to deliver outstanding pastoral care and behaviour.
 - Supporting the Assistant & Deputy Headteacher to lead on the implementation of a model of restorative practice within the school and contribute to specific pastoral initiatives at a whole school level.
 - Supporting break and lunch duties when required

- Pastoral**
- To focus on areas relating to:
 - Accurate record keeping
 - Well-Being and Safeguarding
 - Spiritual and Moral
 - Ensure effective communication in relation to student welfare matters with parents, teaching staff, outside agencies, matron, and other support staff as appropriate.
 - Relate the work of the school to the students' home experience by informing and involving parents in school matters wherever possible.
 - Liaise with tutors and teachers regularly regarding pastoral needs of students within your Year group.
 - To liaise with head of R2L, form tutor and or Progress Leader to support the pastoral needs any of students
 - Support the school community by encouraging the spiritual and moral development of all students.

Attendance and Punctuality	<ul style="list-style-type: none"> • Monitor attendance and behavior of a targeted group to reduce negative incidents and improve attendance • Undertake all administration tasks relevant to the role and objectives • Undertake welfare checks and Home Visits for students whose attendance is of concern, particularly those not attending school. • Oversight and preparation of the reflection unit. • Support punctuality to detentions throughout the year
General	<ul style="list-style-type: none"> • Responsibility for safeguarding and promoting the welfare of children, including reporting concerns on CPOMS and discussing concerns with the Designated Safeguarding Lead • Maintain a high standard of uniform within the year groups. • Initiate new ideas and encourage developments relating to students in a specific year group. • Provide information to the headteacher/governors on any aspect of the Head of Year role as may be required. • To attend meetings where necessary • Be responsible for ensuring that administrative and organisational tasks relating to the post are carried out effectively. • Any other reasonable task requested by the Line Manager to allow for the efficient running of the school without changing the general character or level of responsibility
Behaviour and Culture	<ul style="list-style-type: none"> • Monitor student behaviour in your Year group using Arbor and identify intervention strategies in consultation with relevant others. • Ensure implementation of the Behaviour Policy “Code of Behaviour” and to have overall responsibility for student discipline in a specific year group. • Investigate incidents of misbehaviour, securing written statements from those involved and witnesses. • Suggest disciplinary action to the Assistant/ Deputy Headteacher or Leadership Group, including leading sanctions where needed. • Implement Behaviour Management Programmes with students which may involve leading parental meetings. • Attend re-integration meetings where applicable. • Communicate with teachers, tutors and parents in regard to students’ behaviour. • Support Isolation room Supervisors and take any necessary follow-up action. • On occasions supervise students in the reflection unit • Sweep the school during directed times to ensure a calm community. • Support the academy with ‘On call’ when requested. • Support all sanction systems
Academic	<ul style="list-style-type: none"> • Maintain a hard working atmosphere and culture of academic achievement amongst a specific year group of students • Liaise with Progress Leaders to support Academic Progress where possible • Liaise with the school’s exams officer about internal exams and invigilate where necessary



General

- To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.
- Some working flexibility will be required to meet the demands of this post.
- To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.
- To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders.
- To contribute to whole School and Trust events as and when required.
- To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.
- To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.
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This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	D	A
Knowledge and experience		
Experience of working in an administrative function	E	A/I
Experience of working with students within an education setting	D	A
Previous experience of working within a school environment	D	A/I
Skills		
Ability to work at pace with attention to detail	E	A/I
Excellent IT skills, including microsoft office, Teams, etc		
Ability to build good, effective working relationships with key stakeholders	E	A/I
Ability to communicate with a variety of staff at different levels	E	A/I
Ability to work independently and to use initiative	E	A/I
Ability to build professional relationships with students based on respect.	E	A/I
Highly organised with good organisational skills.	E	I
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	J
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to equality and diversity in the workplace	E	I

A = Application
 I = Interview
 T = Task/Activity
 R = References

I confirm that I have received a copy of the above job description for this role.

..... Date

Signature