



Mentor and Youth Engagement Coordinator

Grade: Grade 3, point 5-6
Salary: £18,879 - £19,149 Actual (£28,521 - £28,929 FTE)
Location: Earlham Primary School, Earlham Grove, London E7 9AW, Eko Trust
Hours: Monday to Friday, 11:45 to 17:30, 27.5 hours per week, 39 weeks per year

Main purpose of the job:

The **Mentor and Youth Engagement Coordinator** will play a key role in supporting the emotional, social, and physical development of primary school pupils. This role involves leading engaging and inclusive activities, leading our wraparound care provision, and acting as a mentor to help pupils navigate their personal growth and social development.

The coordinator will foster a positive, supportive, and safe environment for students during break times and after-school sessions. By creating opportunities for meaningful interactions and promoting well-being, this position aims to support the holistic development of young people, ensuring they feel valued, confident, and empowered to thrive both in and outside the classroom.

Through structured mentoring and youth engagement activities, the role will help develop key life skills, build self-esteem, and encourage positive social relationships, while ensuring a focus on safeguarding and the welfare of each pupil.

Equal Opportunities:

Eko Trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work. Earlham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school. All concerns are passed through the members of staff who are trained as "Designated Child Protection Officers" in school in compliance with the "sharing of information" guidance.

Key Responsibilities:

Wraparound care activity lead (after school club)

- Support pupils during after-school care, ensuring a safe, engaging, and supportive environment. Lead activities that promote personal development, teamwork, and creativity.
- Promote active play, encouraging physical activity and teamwork through sports, games, and outdoor play, ensuring pupils are active, engaged, and having fun.

- Develop strong, trusting relationships with pupils in the wraparound care setting, offering additional support where needed and acting as a role model for positive behaviour.
- Monitor wellbeing by keeping an eye on pupils' emotional and social development during wraparound care, ensuring any concerns are identified and addressed.

Playground Duty

- To interact and supervise pupils in the playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- To report to the Midday Leader at the beginning of the lunch period and receive any instructions with regard to duties if any change.
- To supervise and control entrance and exit by pupils during the lunch break to school premises.
- To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Class Teacher / Midday Leader /SLT as appropriate.
- Ensure there is engagement in conversations with children.
- To ensure the safety and well being of children, providing emotional support where necessary.
- To organise and lead structured and unstructured play activities ensuring that all pupils have the opportunity to engage in positive and inclusive social interactions.
- Ensure all children, including those with additional needs or who are less socially confident, are included in play activities, fostering an environment of belonging.
- Monitor play areas to ensure safety and well-being of students, intervening in any incidents and promoting positive behaviour and respectful interactions.

Mentoring and Personal Development

- Act as a mentor to individual pupils, providing guidance on social skills, conflict resolution, emotional regulation, and positive behavior.
- Promote mental and emotional wellbeing by leading discussions and activities related to self-esteem, resilience, and emotional intelligence.
- Help pupils navigate transitions between class and break times, and between school and wraparound care, ensuring they feel supported and comfortable.
- Work with pupils 1:1 to set and review personal goals related to social development, well-being, and emotional growth, providing feedback and encouragement.

General Duties:

- Support the school's behaviour policy by encouraging positive behaviour during play and throughout the wraparound care sessions.
- Maintain clear records of any incidents or concerns regarding behaviour, well-being, or development, and share information with relevant staff or parents as required.
- Actively contribute to and promote the overall ethos / work aims of the school.
- Participate in training and other learning activities and performance development as required.
- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school

- Maintain effective professional working relationships with all stakeholders including parents, staff and pupils
- Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times.
- Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times.
- Undertake any other reasonable tasks and responsibilities as requested by the Headteacher, SOM, SLT, DSL and governors which fall within the scope of the post.

Safeguarding:

- Uphold the highest standards of safeguarding, ensuring the safety and welfare of all young people.
- Identifying and reporting any concerns regarding pupil safety, welfare, or wellbeing to the Designated Safeguarding Lead (DSL) promptly and accurately.
- Maintaining vigilance during all interactions with pupils, ensuring a safe and supportive environment.
- Actively contributing to a culture of safeguarding by promoting open communication and trust with pupils, staff, and families.
- Identify signs of potential issues related to mental health, bullying, or safety, and take appropriate action to address them. Completing all mandatory safeguarding training and participating in ongoing professional development to remain informed of best practices and statutory requirements.

This job description sets out the major duties and other tasks associated with the stated purpose of the post and the specific duties allocated to the post holder. The duties listed are examples of duties at this level and other duties of a similar nature may be undertaken by the post holder and are not excluded because they are not itemised.

PERSON SPECIFICATION		
PERSON PROFILE	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Minimum GCSE Grade 4 or C or equivalent in English Language & Maths 	<ul style="list-style-type: none"> • Qualification in education, child development, or related field (e.g., teaching assistant qualification, youth work, psychology, or play therapy). • Training in first aid, mental health awareness, or behaviour management.

Knowledge and use of a range of equipment	<ul style="list-style-type: none"> ● Ability to read and understand instructions ● Ability to maintain a high level of confidentiality ● 	<ul style="list-style-type: none"> ● An awareness of health and safety procedures ● A good understanding of GDPR and Data Protection Legislation ● A good understanding of Child Protection and Safeguarding Children legislation ● Understanding of child development, particularly in primary-aged pupils (ages 5-11).
Interpersonal and Communication Skills	<ul style="list-style-type: none"> ● Ability to recognise and resolve or report problems ● Strong interpersonal and communication skills, able to engage with children, staff, and parents effectively. ● Sensitivity to pupils' needs ● Ability to communicate clearly ● Calm, patient, and empathetic approach when dealing with challenging behaviour or emotional situations. 	
Relevant Experience	<ul style="list-style-type: none"> ● Experience working with children, ideally in a primary school or childcare setting. ● Flexible and reliable with a 'can-do' approach to being asked to carry out a variety of tasks ● Have the ability to multitask. 	<ul style="list-style-type: none"> ● Experience of teamwork and independent work tasks ● Experience working in wraparound care or extracurricular programs.
Additional Requirements	<ul style="list-style-type: none"> ● An enhanced DBS check is required for this post. ● The post holder must show a commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults ● Demonstrate qualities of an effective team player 	