



Believe Achieve Succeed - Learning without limits

## Job Description

<b>Job title:</b>	<b>Pupil Wellbeing Mentor</b>
<b>Grade:</b>	G3-4 (dependent on experience & expertise) Term time only, 8.45-3.15 (30 min lunch), 30 hours per week
<b>Responsible to:</b>	<b>SLT, Headteacher</b>

We require caring and resilient individual to support with the personal, social and emotional needs of our pupils.

### Behaviour Support

The candidate will:

- promote the school's behaviour policies and procedures to improve and maintain high standards of behaviour;
- provide conflict resolution for pupils, supporting them to make the right decisions;
- maintain contact with parent/carers of pupils in need of extra emotional or social support; to keep them informed of the student's progress and to secure positive family support and involvement;
- be the first point of contact for parents, being responsible for and dealing with issues when appropriate ;
- Log incidents on CPOMS in relation to behaviour and ensure contact is made with parents whenever incidents are dealt with to enable them to continue the support at home;
- support staff with strategies to support our most vulnerable pupils.

### Developing pupil well-being

The candidate will:

- develop mentoring relationships with students needing particular support for emotional and/or behavioural concerns;
- provide support to pupils and/or their families identified as 'vulnerable';
- be a point of contact for pupils requiring someone to talk to;
- support pupils in the playground through games and activities;
- run groups designed to develop social and emotional skills.

### Developing links with parents

The candidate will:

- develop productive relationships with parents and carers;
- introduce strategies and initiatives that specifically target those parents and carers who are hard to reach;
- ensure access of opportunity for children, by helping families to engage in services available in Harrow;
- support with attendance and punctuality of pupils who struggle with this.

### General

The candidate will:

- be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children;
- keep up to date with research and practice relating to the role in order to improve provision for pupils and deliver training to all staff within the school;
- disseminate whole school information in relation to pastoral care;
- promote adherence to School Procedures e.g. school uniform with parents and students.



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### Person Specification

Essential	Desirable
<ul style="list-style-type: none"><li>• experience of working with children with behaviour difficulties</li><li>• experience of working with outside agencies</li><li>• experience of working within the child protection framework</li><li>• ability to write individual learning /behaviour plans</li><li>• ability to identify and prioritise pupil's needs</li><li>• ability to manage challenging situations with students – which could include bad language, aggressive behaviour and emotional outbursts</li><li>• promote the inclusion and acceptance of all students</li><li>• ability to form positive relationships with pupils, even in difficult situations</li></ul>	<ul style="list-style-type: none"><li>• experience of delivering workshops and supporting the running of parent groups</li><li>• running family sessions</li><li>• positive handling training</li><li>• Additional qualifications such as ELSA, Mental health, Counselling</li></ul>
<ul style="list-style-type: none"><li>• applicants must have a good general level of education including competence in literacy and numeracy</li><li>• manage and organise time effectively</li><li>• ability to relate well to children and adults</li><li>• ability to work constructively and proactively as part of a team, understanding classroom roles and responsibilities and own position within these</li><li>• have loyalty, discretion and commitment to the school and its aims</li><li>• be professional</li><li>• and be able to represent the school in a manner consistent with its ethos and values</li></ul>	