



The Piggott School

### **Job Description**

**Job Title:** Pastoral and Behaviour Mentor

**Responsible to:** Head of Key Stage 4/Behaviour Manager

**Working to:** Pastoral Team and SLT

**Salary Grade:** 5

**25 - 37 hours per week to include ½ hour unpaid break per day  
Term time only, not including INSET days**

#### **The purpose of this role is:**

This role will work in partnership with the Pastoral Team for academic and behavioural support for students. Focusing on the well-being and holistic development of the learner, the Pastoral and Behaviour Mentor will work on a 1:1 basis and with small groups of students, offering mentoring, education around situations relevant to them, compassion and empathy.

Provision will be agreed according to the needs of the child. Record keeping and information sharing with the wider pastoral team will be an integral part of the provision in line with the school's safeguarding practice.

#### **Main Duties and Responsibilities for Pastoral and Behaviour Mentor:**

1. To work in conjunction with the Pastoral Team to provide a bespoke support package for students recognised as having academic and behavioural needs.
2. To work with the Green Room Manager to support a small cohort of students who have been allocated behavioural/academic mentoring provision, addressing appropriateness of provision regarding short- or long-term programmes.
3. To complete efficient and accurate record keeping and reflections regarding impact following all mentoring sessions.
4. To ensure a sound knowledge of the reasons for referral, a wider understanding of contextual factors, alongside a commitment to building trust and a secure working relationship with the students on the mentoring pathway.

5. Working within the Pastoral Team and the schools Green Room Manager, supporting students with bespoke timetables ensuring they access work set and online tuition. Supporting vulnerable students and their reintegration back into school. Supporting the Pastoral team with the investigation into behavioural incidents and mediation of these incidents.
6. Liaising with various groups, such as teachers, parents, outside agencies to ensure provision for students is effective and impactful.
7. To actively promote and model the safeguarding principles of the school whilst assisting the pastoral team with targeted child protection and safeguarding intervention as required.
8. To ensure confidentiality at all times adhering to the Data Protection Act, KCSIE and other relevant legal requirements.
9. Other duties as deemed appropriate by the Executive Headteacher or Deputy Headteachers

Job description review history: March 2023

