

**POST TITLE: Engagement Mentor**

36 hours per week x 40 weeks Daily hours: 08:15am – 16.00pm

The post holder will fulfil contracted hours by working term time: 08:15 - 16:00 (36 hours per week x 38 weeks), INSET (4 x 6 hours) plus 38 hours for meetings – one hour per week.

**Job Status:** Permanent

**Salary:** Scale 6

**Responsible To:** Deputy Head Teacher Pastoral Care and Student Support, and Lead Engagement Mentor

**Overall Responsibilities**

The Engagement Mentor, under the direction of the Lead Engagement Mentor will plan, deliver and evaluate a range of mentoring programmes which address and help to overcome barriers to students' progress.

**Purpose of job:**

To help raise standards by planning, delivering and evaluating the impact of mentoring programmes addressing the needs of children to overcome social, emotional, behavioural and circumstantial barriers to learning both inside and outside school in order for them to achieve their full potential.

**Main Duties and Responsibilities**

- To follow a timetable, with appropriate flexibility, that supports the implementation of the school's aims and objectives. This will specifically require being responsible for the delivery of a range of mentoring programmes.
- To carry out duties before the start of the school day, at lunch time and after school as directed by SLT.
- To always maintain school expectations of conduct, punctuality and uniform at all times.
- To plan and resource a range of mentoring programmes under the guidance of the Lead Engagement Mentor to ensure that student needs are met across the school. These programmes may be developed independently or jointly with colleagues, they may be one-to-one or group interventions – they are however all time limited, begin with baseline assessments and are evaluated on completion.
- To ensure that appropriately detailed and accurate records are kept on each student who is engaged with a mentoring programme using the school's systems.
- To be aware of the sensitive nature of students' records and to deal with them with appropriate confidentiality.
- To ensure regular verbal feedback to Heads of Year on students they have referred for mentoring support.
- To contact parents/carers as appropriate and under the guidance of the relevant Head of

Year.

- To liaise with the Lead Engagement Mentor and/or Head of Year prior to contact with any external agency with regards a student being mentored.
- To contribute to evaluation of the effectiveness of mentoring intervention.
- To support in the day to day running of the Maya Angelou Centre.

**Other requirements of the post**

- To carry out the duties of the post in accordance to the Data Protection Act, the Health and Safety at Work Act and other relevant legislation including Council and Governing Body Policy.
- To implement the Council and Governing Body's Equal Opportunities Policy in all aspects of the work and duties associated with this post.
- To undertake training as required.
- To participate fully in the school's Performance Appraisal process.
- To undertake other duties appropriate to the post assigned by Line Manager to the Engagement Mentor Team or the Headteacher.

