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# JOB DESCRIPTION

* To work under the instruction/guidance of Assistant Head teacher to ensure that students are supported with their behaviour, safety, progress and achievement
* Working with Year 6s in feeder primary schools to ensure a comprehensive and smooth transition
* Facilitating weekly Group Work for Year 7 and Year 8 students
* Being a point of consistent and accessible support for students on the Pathways programme
* Supporting mentor induction, training and development
* Matching young people with mentors and supporting mentored relationships
* Discussing and agreeing the cohort of young people in programme scope with School Links
* Working in close partnership with employers and widening access colleagues
* Tracking student progress
* Reporting on programme impact to the Senior Leadership Team
* Supporting Talent Taster (employment & further/higher education experiences) and regional events.
* Attend and participate in relevant meetings as required
* Contribute to a purposeful, orderly and supportive environment within the pastoral team
* Promote good learner behaviour by dealing promptly with conflict and incidents in line with established policy, and encourage learners to take responsibility for their own behaviour
* Use Microsoft applications and in-house systems (e.g. SIMS, Go4Schools Schools FX, and CPOMS) as required

# SUPPORT FOR THE SCHOOL

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Participate in training and other learning activities (e.g. INSET days) and performance development as required
* Assist with the supervision of students out of lesson times
* Perform any other reasonable duties as requested by the Head or Assistant Head
* This job description may be amended at any time following discussion between the

Head and the member of staff and will be review annually