

## **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