

BIS Pastoral Support Officer (Mentor)

Person Specification

Education and Qualifications

Essential

- GCSE Grade C/4 or above (or equivalent) in English and Maths.
- Evidence of relevant learning, training or professional development.

Desirable

- Relevant further education or professional qualification in an area such as education, pastoral support, youth work, behaviour, safeguarding or wellbeing.

Relevant Experience

Essential

- Experience of working directly with children or young people.
- Experience of supporting young people with behavioural, pastoral, attendance or wellbeing needs.
- Experience of building positive and professional relationships with young people.
- Experience of working effectively in a busy and demanding environment.
- Experience of maintaining accurate records and communicating information effectively with colleagues.

Desirable

- Experience of working within a secondary school or similar educational setting.
- Experience of delivering mentoring or targeted interventions to individuals or small groups.
- Experience of working with parents/carers to support young people.
- Experience of working alongside external agencies or other professionals.
- Experience of using school information, behaviour or safeguarding systems.

Knowledge and Skills

Essential

- An understanding of the barriers which can affect a young person's behaviour, attendance, engagement and learning.
- Ability to establish clear boundaries and manage challenging behaviour calmly, consistently and confidently.
- Ability to mentor and motivate young people and support them to make positive changes.

- Ability to use initiative, identify what needs to be done and take appropriate action without needing continual direction.
- Ability to manage an identified caseload, prioritise effectively and follow actions through.
- Ability to communicate effectively with pupils, parents/carers, colleagues and other professionals.
- Ability to maintain accurate and appropriate records.
- An understanding of safeguarding and the importance of following school procedures.
- Ability to work effectively as part of a wider pastoral team.

Desirable

- Ability to interpret behaviour, attendance or other pupil data to identify concerns and monitor progress.
- Knowledge of behaviour and pastoral intervention strategies.
- Understanding of the roles of external agencies supporting children, young people and families.

Personal Qualities

Essential

- Proactive, confident and able to use initiative.
- Calm, resilient and consistent when dealing with challenging situations.
- Able to build positive relationships while maintaining clear professional boundaries.
- Approachable and able to gain the trust and respect of young people.
- Organised and able to manage competing priorities.
- Able to work collaboratively while taking ownership of individual responsibilities and caseload.
- Able to maintain confidentiality and exercise appropriate professional judgement.
- Committed to high expectations for all pupils.

Other

Essential

- Commitment to safeguarding and promoting the welfare of children and young people.
- Commitment to Whickham School's ethos and values.
- Commitment to equality, inclusion and treating others with dignity and respect.
- Willingness to undertake relevant training and continuing professional development.
- Reliable and able to meet the attendance and punctuality requirements of the role.