

## Job Description: Key Stage Mentor (KS3 or KS4)

<b>Responsible to</b>	Deputy Director of Expectations
<b>Line Management</b>	No LM responsibilities
<b>Type</b>	<b>Support</b>
<b>TLR</b>	N/A
<b>Pay scale</b>	Grade 7 £29,269 - £33,944 FTE
<b>Liaising with</b>	Head of Expectation, Heads of Year, Mental Health and Wellbeing Lead, Parents, DSL/DDSL, Attendance, Director of Inclusion, External Agencies, Parents/ Carers
<b>Start date</b>	As soon as possible
<b>Part time/ Full Time</b>	Full time, Permanent, Term time only + 3 weeks

### WSS word cloud

Below are some of the values staff shared as key traits of WSS employees. These traits are integral to achieving the very best for our young people



### Key Purpose

- To promote consistently high expectations of all students and ensure they are 'ready, respectful and safe'
- To ensure that students' behaviours enable an ethos in which 'every child can'
- To coordinate the administration of the Expectations Policy
- To enable all students to engage in education by providing guidance and support around expectations at WSS
- To know what young people need and how we can support them to achieve their best
- To be the first port of call for any students concerns relating behaviours and expectations – acting as a triage to ensure appropriate support is in place for behavioural concerns.

### **Duties and responsibilities: Administration, Monitoring & Communication**

- To be responsible for managing and responding to student behaviours, triaging and allocating to the correct member of staff to ensure appropriate support is put in place
- To be on call and undertaking walking the school site during lesson times and at transition as well as at break and lunch time with the exception of a 30-minute break during the day taken at a different time from the other Key Stage Mentor.
- To respond to on call requests and ensure individual student(s) are taken to Relocation or the Referral Room as per the school's Expectations Policy.
- Working half termly with the HoE, track and monitor student behaviours in order to identify trends and ensure effective intervention considered to meet the needs of all students
- To have a comprehensive knowledge of support available and how it can be accessed eg. GRTLE Pathways, Children's Resources Service (Early Help etc)
- To complete referrals as above
- To take a proactive approach to communicating with parents and carers to support students as appropriate (building positive relationships as well as communicating where expectations have not been, or are not being, met)
- To act as the safeguarding triage as a trained DSL to ensure that students receive intervention following PPN1 etc and to ensure triangulation of safeguarding and behaviour events
- To be involved in reintegration meetings

### **Duties and responsibilities: Rewards and Recognition**

- To catch students being good, record and recognise their achievements.
- To support on the development and delivery of the Rewards and Recognition System (RRS)

### **Duties and responsibilities: Safeguarding, Attendance, GRTLE**

- Support the strategy to reduce internal truancy to lessons and poor punctuality
- Be proactive in knowing who the persistent absentee students are across year groups in the appropriate key stage in order to be able to identify these students, support them and keep the Attendance Team informed
- Liaise with SEND, Student Welfare Team and Mental Health and Wellbeing Lead and Attendance regarding appropriate courses of action for students

### **Duties and responsibilities: Daily behaviour monitoring, Suspension / Permanent Exclusions**

- Monitor in-house systems for behaviour, truancy, 3cs, Referral and Relocation etc by running a reports at fixed points each day in order to catch behaviours early and identify trends/ patterns across the school
- Review daily behaviours in preparation for daily mop up meeting
- Conduct investigations into incidents, ensuring statement completion is accurate, recorded and comprehensive
- Attend daily End of Day meeting to present summary of incidents and recommendations of consequences and next steps for HoY to action
- Propose sanctions ensuring reasonable adjustments are considered for students with SEND, on an IBP etc. eg. Has the IBP been followed?
- Liaise with HoE regarding next steps following the investigation and ensure effective handover in order for the HoE to communicate outcomes of investigations with involved parties, HoE, HoY, parents and carers as appropriate
- For serious incidents such as physical violence or threatening behaviour towards a member of staff, to ensure immediate communication with the HoE and / or SLT link with

responsibility for behaviour as well as notifying the HoY to ensure appropriate and timely action is taken and that other students and staff are safe.

- Complete suspension paperwork and ensure that reintegration meetings are arranged, held, minuted, saved to Bromcom and actions followed up
- To contribute to possible PEx discussions ensuring that IBPs have been effectively followed
- Work with HoY and DHT to prepare PEx packs following PEx guidance

### **Duties and responsibilities: Efficient and effective deployment of resources**

Our students deserve the best. It is of significant importance at WSS that all staff:

- create and maintain a safe, welcoming environment and take care of the learning environment, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students;
- prepare appropriate resources for remote learning to ensure the curriculum can be delivered to students learning from home due to coronavirus for example.

### **Responsibilities of all school staff**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- support the attitudes, beliefs and values alongside the vision of WSS;
- contribute as a member of the WSS Team to aspects of school life which enhance our community;
- attend and contribute to staff meetings and INSET days as required;
- take responsibility for safeguarding and children's welfare and ensure the immediate reporting to the DSL or a Deputy DSL of any safeguarding matters which place a child at risk or potential risk;
- be aware of health and safety issues and act in accordance with the school's Health and Safety policy;
- maintain positive discipline and uphold school policies and practices at all times, ensuring a safe, stimulating and positive learning environment for all students;
- maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with students, staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times;
- keep their Line Manager/ SLT apprised of any concerns whilst undertaking this role.

### **Professional development**

As part of your performance development, ensure that you:

- fully engage in the Professional Development and CPD programme as required;
- contribute to the setting of your own performance development targets which ensure WSS improvement outcomes are met;
- regularly review your own practice and set personal targets in consultation with your line manager;

- take responsibility for, seek out and engage fully with CPD in order to support your development as a practitioner;
- maintain accurate and up-to-date professional development records on your Bromcom file;
- develop effective working relationships and network with local, national and digital agencies to ensure that you are at the forefront of developments within your field of expertise;
- disseminate best practice further to CPD opportunities made available to you.

**NB.**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post.
- This job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- To carry out any other duties that are commensurate with the role as requested by the Headteacher.

<b>Headteacher/line manager's signature</b>	
<b>Date</b>	
<b>Postholder's signature</b>	
<b>Date</b>	