

Job Description Support Mentor

Reports to:	Heads of School
Direct reports:	n/a
Location:	West Heath School – Sevenoaks
Hours:	Term Time 32.5 hours per week/ 39 weeks per year

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

We are a therapeutic community we are on an exciting journey to be registered as a therapeutic community and welcome staff who follow this ethos.

Main Purpose of the Role:

Support Mentors at West Heath School aim to support the school's mission statement, '*Rebuilding Lives through Education*', by improving students' academic outcomes and promoting their social, emotional and mental health through trauma-informed and relational practices.

Support Mentors are responsible for providing consistent, boundaried support as a key adult, promoting a sense of safety, trust and belonging within the school community. They work with students supporting transitions between lessons, and acting as a consistent, supportive presence across the school. Support Mentors also support students during periods of dysregulation using de-escalation strategies and co-regulation approaches, and enable students to reflect on and manage challenging behaviours.

In addition, Support Mentors promote students' social and emotional development and model the school's core values of the 4Rs: Respect, Relationships, Resilience and Responsibility. They support positive routines and behaviour across the school day, including during unstructured time.

Support Mentors are expected to be flexible and adaptable, ensuring all students can access and engage in their lessons. They support students to develop life skills, independence and self-regulation over time, preparing them for success both within and beyond the classroom.

Every member of staff plays a significant part in the students' ability to achieve their full potential and positive outcomes whilst at West Heath School. To do this we need to work collaboratively and always as a team, which is essential to the students' success and achievement.

Main Duties and Responsibilities:

The Post holder's duties will include but not be limited to:

Student Management

- liaise with staff to identify learners who would benefit from mentoring within the school
- Working under the guidance of the Head of School & Assistant Psychologists discuss and help decide how identified needs will be addressed.
- Provide consistent, bounded support as a key adult, promoting a sense of safety, trust and belonging within the school community.
- Support students across the school day, including transitions between lessons and during unstructured times, to ensure engagement and readiness to learn.
- Build positive, professional relationships with students using trauma-informed and relational approaches.
- Support students to reflect on, understand and manage their behaviour, including following incidents of dysregulation.
- Model and reinforce the school's core values of Respect, Relationships, Resilience and Responsibility (the 4Rs).
- Support positive routines, behaviour expectations and a calm learning environment across the school.
- Encourage and develop students' independence, resilience and self-regulation skills over time.
- Maintain a visible, supportive presence across the school, responding to emerging student needs in a timely and appropriate manner.
- Inspire and motivate learners and help to promote positive behaviour.
- Attend meetings relating to issues such as pastoral support and pupil inclusion.
- Manage your own professional development by undertaking relevant training and sharing best practice with other mentors.
- Attend reflective group meetings.

Interventions

- Work under the guidance of AP's and Head of School and any other therapist to support students who are struggling attending lessons either on an hourly/daily or weekly basis.
- Work 1:1 in the school intervention space to re-engage students into learning and returning to their class cohort.

Induction

- Support prospective students attending the school for taster days with following a set timetable of activities and working with the Induction AP in assessing their needs
- help with transition activities for students new to the school, working in a 1:1 capacity in the School Induction room following a set programme of activities and assessments.
- Support the Family Liaison by providing individual student feedback.

- In conjunction with the AP/ Family Liaison & Induction Co-ordinator assess when the student is ready to join their peers in the school.

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students and colleagues.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at events and meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.
- To ensure that professional standards are met; deadlines are met and adhered to; that briefings and meetings are attended in a punctual matter

- To be a reflective practitioner and participate in regular professional supervisions & observations as part of a supportive process of ongoing professional development.

PERSON SPECIFICATION: Support Mentor

The successful candidate will be strong, forward thinking and inspirational. They will demonstrate commitment to the school's values and ethos, and have the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

Requirement	Essential	Desirable
Qualifications		• Level 2 or 3 Teaching and Learning Support • First Aid • Team Teach • Level 2 English and Maths
Experience	• Experience working as a Teaching Assistant/ Support Assistant, in a school setting • Working 1:1 or with groups of students	• Experience in SEN/ SEMH School • Experience in behaviour management, SEMH, or working with vulnerable young people
Knowledge and skills	• Pastoral skills • Good standards of written and verbal English • Organised and Pro-active • How to support behaviour • Excellent Microsoft office skills	• Attachment Aware and Trauma Informed Education/ Therapy models • Training in de-escalation techniques • Additional skills/ hobbies which will support the students learning such music/ art/ gardening etc
Competence	• Professional • Ability to follow procedures/policies • Ability to work as part of a team and independently • Ability to communicate effectively with students • Ability to take the initiative when required • Ability to be confidential and sensitive.	
Personal Qualities	• Resilient • Compassionate • Forgiving • Nurturing • Strong work ethic • Ability to work in a way which reflects the School's values/ ethos. • Working practice which encompasses equal opportunities.	

	• Willingness to address challenging issues with clarity of purpose and diplomacy • Ability to work under pressure and deal effectively with emerging situations.	
Other	• Personal development - a strong interest in and commitment to continuous personal learning and development. • Enhanced DBS • Commitment to Safeguarding.	• Full Driving Licence • Minibus driver

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.