

Job Description: SEND Achievement Mentor



Work schedule: 27 hours and 40 minutes a week

27 hours and 40 minutes a week, term time only, ie 39 weeks per year including inset days
Mon, Wed, Thurs, Fri 8.45am -3.15pm less 50 minutes lunch break and 20 minutes morning break.
Tues- 8.45am – 4.15pm less 50 minutes lunch break and 20 minutes morning break

Grade 4 Point 4 - 6 £18,933 - £19,698, pro-rata plus optional membership of the local government pension scheme

Actual salary £12,162 - £12,654pa

Responsible to: SENDCo and Assistant SENDCo

School Context

The Bishops' Blue Coat CE High School is an 11-18 Comprehensive School, situated on the eastern outskirts of Chester, in Great Boughton. We currently have 1100 pupils on roll, 73 teaching staff and 70 non-teaching staff.

The school uses various software packages including SIMS, Impact, IRIS, CPoms and Schoolcomms, as well as Microsoft Office applications.

Safeguarding Young People

All applicants should be aware that the school operates a rigorous policy for safeguarding children and young people. All applicants for posts at the school will be required to undergo an Enhanced Disclosure and Barring Service check, and at interview they will be questioned about issues relating to ensuring young people's safety.

Management

The post holder will be line managed through the Assistant SENDCo to the SENDCo. The post holder will not directly manage the work of any other employee.

Job Overview & Purpose

- a) To support activities linked to SEND Students, within classrooms and during unstructured time.
- b) To encourage and mentor students by raising self-esteem and providing a positive classroom and recreation environment
- c) To use resources to support SEND students' progress

Principal responsibilities of the post

- a) Under teacher guidance, support SEND students in class
- b) Refer to instructions and strategies on each student's passport document to support learning
- c) Monitor individual students' progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil
- d) Communicate barriers to learning identified by class teacher of child to SENDCo and Assistant SENDCo
- e) Under teacher guidance support in-class tests or assessments
- f) Support individual students with the completion of homework if required
- g) Develop a positive mentoring relationship with students needing particular support and interacting with them according to individual needs
- h) Act as a role model and set high expectations for both behaviour and attainment
- i) Mentor to promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures
- j) Attend to the personal and physical needs of students so that their well-being is maintained
- k) Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the students' well-being
- l) Be responsible for updating records and communicating with colleagues
- m) To contribute to any pupil documentation, as requested by the SENDCo/Assistant SENDCo
- n) Participate in meetings and training events as required
- o) To support in the delivery of CPD to staff
- p) Attend relevant meetings and/or other learning activities as required
- q) Assist with the supervision of students during unstructured time, including after school and at lunchtime
- r) Accompany teaching staff and students on visits, and out of school activities as required
- s) Provision of first aid assistance (training will be provided if required)

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the jobholder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.