

JOB DESCRIPTION

Job Title	Pupil Needs Mentor
Salary Scale	Grade F
Responsible to	Senior Leadership Team

Purpose of the job

DSL Duties

- To work as a Designated Safeguarding Lead to safeguard children
- To attend DSL, Working Together and safeguarding training as required by current legislation and/or school needs.
- To attend pastoral meetings and DSL meetings to regularly review, update and pursue concerns.
- To work as part of multi-agency teams with parents, children and school, attending meetings relating to FNM, CIN and CP. This includes professionals meetings.
- To work as part of the Inclusion Team to ensure that the school's safeguarding procedure and handbook is updated and implemented effectively.
- To meet with families in school, and in their own homes if necessary, offering support and signposting specialist services where required.
- To work in accordance with Keeping Children Safe in Education.
- To ensure that staff are aware of and have access to up-to-date information relating to FGM, CSE, CME and other causes for concern
- To maintain safeguarding records securely, so that they meet Local Authority and Ofsted expectations.
- To liaise closely with staff to discuss children and families who are 'at risk'.

Pupil Support

- To liaise with staff to identify pupils who are at risk of underachievement or those who may have special educational needs.
- To work in accordance with the SEND Code of Practice 2014.
- To work with the SENDco to complete observations and assessments of pupils who are at risk of underachievement across all areas of need.
- Work with pupils, parents/carers, class teachers, support staff, SENDco and other agencies to ensure a cohesive support plan is implemented and monitored.
- Implement strategies, interventions and support for learners who are at risk of underachievement.
- To complete referrals to the appropriate agencies under the direction of the SENDco.
- To support the achievement of school improvement objectives through supporting staff, pupils and families in removing the barriers to learning.
- To promote the participation of children, young people and their families in education.
- To act as an advocate for children to enable them to have their voice heard effectively, collating information on the views of children and disseminating them appropriately.

- To assist the SENDco in the provision for special educational needs within the school.
- To manage appropriate resources for pupils with special educational needs.
- To support the SENDco in the coordination, implementation and evaluation of interventions.
- To develop curriculum resources and apply access strategies to ensure that pupils identified on the SEN Register or new to the school have the required levels of support and appropriate provision.
- To support the SENDco and class teachers in managing the implementation of an inclusive curriculum.
- To support the SENDco in the development and implementation of SEN policies and plan access for pupils with special educational needs.
- To provide mentoring opportunities for pupils who are at risk of underachievement of all areas of need.

Applies to all areas of responsibility

- To work in an innovative, supportive and imaginative ways to achieve the best possible social and education outcomes.
- To ensure records, in relation to a child or family, are maintained.
- To communicate effectively with colleagues, sharing sensitive information in accordance with guidelines.
- To manage your own time to ensure the needs of pupils and the school are met.
- To undertake training for professional development and participate in regular supervision.
- To ensure the health and safety responsibilities are carried out in accordance with school policy and procedure.
- To undertake designated tasks as specified by the Headteacher and as defined in the written plans for each family.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post in liaison with the Assistant Headteacher – SEND and Inclusion and/or Headteacher.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Date: June 2018

Signed _____ Date ____ / ____ / ____

Name _____ Pupil Needs Mentor

Signed _____ Date ____ / ____ / ____
Headteacher

PERSON SPECIFICATION

Job title Pupil Needs Mentor

School Hillside Primary School

Salary Scale

Please ensure that you meet all of the essential criteria provided on the Person Specification when completing your application form.

ESSENTIAL	Measured by: A. Application form T. Test/exercise I. Interview D. Documents
Experience of working as a Designated Safeguarding Lead.	A I
Ability to evaluate the risk of abuse, and assess the need for intervention	
A commitment to anti-discriminatory practices in employment, training and service delivery. All members of staff must take a personal responsibility for the Departments Race Equality Strategy.	A I
Satisfactory completion of an enhanced check through the Criminal Records Bureau (this will be taken up if offered post)	A I
To ensure the health and safety responsibilities are carried out in accordance with the department health and safety policy and procedures	A,I,
Two years of experience of working with children and their families.	A I
Knowledge of the SEND Code of Practice 2014	A I
Knowledge of a range of needs that may affect a child's ability to learn and progress.	A I
Sound understanding of child development	A I
Maths and English qualification GCSE Grade C+ (or equivalent)	A I
Knowledge of a range of interventions and strategies that could support a pupil to access the curriculum.	A I
A commitment to inclusion and improving the lives and learning opportunities of young people; recognising every child's ability to learn and succeed in a stable, caring environment.	
High expectations of behaviour (social and learning) with a skill set to ensure pupils meet this expectation.	
Able to work independently, using own initiative appropriately within defined boundaries of work.	A I
Confident and innovative in working in stressful situations	A I
Good verbal and written communication skills with a range of people from diverse backgrounds.	A I
Have the ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post	A I

Experience of supporting individual families within the home and supporting change.	A I
Experience of working within a multi-agency team to support families and children.	A I
To be an effective team player and to be able to immerse themselves in school life.	AI
Sound ICT skills and the ability to use ICT for administration and learning.	A I
Willingness to learn the school's computerised systems	A I
To respect and maintain confidentiality	A I
Thorough understanding of Safeguarding children	I
Full driving licence and access to a car	D

DESIRABLE	Measured by: A. Application form T. Test/exercise I. Interview P. Presentation D. Documents
Understanding of the basic principles of the Every Child Matters Agenda and Children's act 2004	A I
Knowledge of the National Curriculum and provision within schools.	A I
Knowledge of the core assessment for children	A I
Knowledge and understanding of CME and CME procedures.	A I
Experience of working to an action plan	A I
Experience of work with a Local Authority Educational Welfare Officer to support attendance	AI
Experience of Child Protection meetings, CIN meetings and FNM meetings.	A I
Experience and knowledge of writing pupil and family case studies.	A I T

Signed _____ Headteacher

Signed _____ Pupil Needs Mentor