

**Post Title: Associate Mentor**

Responsible to: Headteacher &amp; Programme Team Manager

Grade: £11.58 - £14.93 per hour

Hours: As required

**Main Purpose(s) of the Job:**

- To provide short term activities and alternative provision for identified pupils at an appropriate location
- To liaise with the Bridges Lead Teacher who ensures appropriate provision plans are in place for each pupil
- To promote high standards of work and service delivery in all matters connected to the work of Meadowbrook College.
- The post holder is responsible for ensuring that all Meadowbrook's safeguarding policies are adhered to and concerns raised in accordance with these policies.

**Main Duties:**

- To deliver 1:1 mentoring and support to pupils with behavioural needs in appropriate venues as part of an agreed educational plan
- To liaise closely with the Bridges Lead Teacher in relation to the particular needs of the pupil
- To carry out assessments as directed by the Bridges Lead Teacher
- To monitor pupil's learning outcomes (academic, personal and social development)
- To support pupils emotional well-being and ensure all safeguarding procedures are in place
- To deliver a balanced, relevant and motivating programme for each pupil
- To monitor pupil attendance, reporting absence to Bridges on the day of absence
- To liaise with Bridges over pastoral matters as required
- To contribute directly to planning and reporting processes as required
- To be committed to safeguarding, child protection and promoting the welfare of children and young people
- To fulfil all health and safety responsibilities as identified in Meadowbrook H&S Policy
- To actively promote Meadowbrook restorative principles and practices
- To undertake such duties relevant to the post as may be assigned from time to time.

Please note that appointment to the post will require the holder to have a satisfactory DBS check.

Person Specification			
			Essential/Desirable
Experience	1.1	Experience of working with children and or young people	Essential
	1.2	Experience of working with children or young people in a School setting	Desirable
	1.3	Experience of working with disaffected challenging and vulnerable young people	Desirable
	1.4	Experience or understanding of work in a multi-racial diverse community and some knowledge of strategies to tackle issues of equality whilst promoting social justice	Essential
Knowledge	2.1	Knowledge of basic computer functions and word processing	Desirable
	2.2	Knowledge of restorative approaches	Desirable
	2.3	Understand the importance of positive role modelling	Essential
Skills/Abilities	3.1	Ability to build positive relationships and engage with children and young people,	Essential
	3.2	Ability to resolve problems fairly and without prejudice and recognise discrimination in its many forms	Essential
	3.3	Ability to work independently	Essential
	3.4	Ability to work as a team member with a structured, organised approach to work	Essential
	3.5	Ability to employ strategies to improve a child's self-esteem and self-worth through a co-ordinated programme	Desirable
	3.6	Ability to offer a specific skill that can further enhance the personal development of our pupils.	Essential
	3.7	Committed to safeguarding, child protection and promoting the welfare of children and young people.	Essential
Qualifications	4.1	Achievement of, or working towards a recognised teaching, youth work and/or NVQ Level 2 (or equivalent) coaching qualification	Desirable
	4.2	Current Driving Licence and a willingness to use own car.	Essential