

Child and Family Mentor

Job Description

KEY ROLE/FUNCTIONS

To complement the work of all staff in school in addressing the needs of children who require help to overcome barriers to learning, both inside and outside the classroom, in order to achieve their full potential.

Main Duties and Responsibilities:

Support for Children

To participate in the assessment of pupils who need extra help to overcome the barriers to learning they experience from inside and outside school.

To draw up an action plan with the Assistant Headteacher / SENCO for individual pupils who need support and liaise with outside agencies to access effective support.

To work in a variety of ways to support, motivate and challenge pupils and raise levels of achievement including 1:1 support, counselling and group activities.

Safeguarding Children

Be responsible for promoting and safeguarding the welfare of children and young people

To work with other agencies to safeguard children and share information effectively.

To work with families to complete CAFs and attend Team Around the Family Meetings.

To have an involvement in Child Protection Procedures and meetings in the school and work with the senior leadership team to support the safety and well-being of pupils.

To work closely with the Assistant Headteacher in improving attendance, monitoring pupils arriving to school late, liaising with families and working with pupils to improve punctuality.

Support for Families

To communicate sensitively with parents and carers, feedback and share information appropriately between school and other agencies.

To contribute to family learning and parenting classes.

To work creatively to secure positive family support and involvement.

Support for Teachers

To work closely with the senior staff and class teachers to identify and implement individual support for identified pupils.

To keep detailed monitoring and progress records.

To report on the implementation of all action plans to the Headteacher / SENCO

To share knowledge and provide guidance to other staff in relation to a range of activities and programmes of support which will meet the needs of pupils.

Support for the School

To work closely with and under the supervision of the Assistant Headteacher / SENCO to support individuals and groups of children as directed and help with administrative duties such as the preparation of paperwork for meetings and reviews.

To maintain a record of work with individual children and groups; monitor and record progress; evaluate the impact of intervention programmes; and report to Senior Leaders and/or SENCO at least once a half term.

To be aware of and comply with policies and procedures relating to child protection, confidentiality, health and safety, security and to refer all concerns to the Headteacher.

To Keep up to date with possible sources of support for children and young people and being able to sign post staff, children and families in the direction of support or initiatives which may be available.

To attend staff meetings, INSET and team meetings as appropriate.

To network locally and share best practice.

To attend relevant courses and training.

GENERAL

To promote the faith life, policies and ethos of the school and make a positive contribution.

The Child and Family Mentor may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

Member of staff:

Headteacher:

Date: