

### Job Description

Establishment: <b>Heanor Gate Science College</b>
Post Title: <b>Youth Aspiration Mentor</b>
Grade/Pay Range: <b>NJC Point 2-15</b>
Hours/weeks: <b>37 hours per week; 43 weeks per year</b> <b>2 weeks during summer holidays</b> <b>1 week during Easter holidays</b> <b>5 days during the remaining half terms</b>
Reporting to: <b>Assistant Principal/Designated Safeguarding Lead</b>
Department/Team: <b>Inclusion and Intervention: Well-being Team</b>

#### OVERALL PURPOSE OF THE POST

A Youth Aspiration Mentor will guide and support young people in their personal, social and educational development to help them reach their full potential both at school and in society. You will generally work with young people aged between 11 and 18, and assess the needs of young people to correctly plan and deliver programmes related to areas such as self-esteem, academic engagement, attitudes to learning, health and fitness, smoking, drugs, gangs, violence, relationships and bullying.

Typical responsibilities may include:

- Mentoring, coaching and supporting individuals, encouraging greater social inclusion and academic engagement
- Supporting young people in different settings, including outreach work
- Running arts-based activities, community/environmental projects, residential activities, outdoor education and sporting activities to increase engagement
- Working in partnership with professionals from other organisations that support young people such as social care, health, police, education, youth offending teams and local authorities
- Attending and contributing to multi-agency meetings, bringing together practitioners from different sectors as part of a 'team around the family' (TAF) approach
- Undertaking administrative tasks, maintaining effective recording systems and responding to queries
- Working with parents and community groups to win support for improved provision and act as an advocate for young people's interests
- Identifying and pursuing sources of funding for projects to improve services and/or resources for young people

#### MAIN DUTIES AND RESPONSIBILITIES

1. To attend any externally held meetings with outside agencies, where appropriate to the job role
2. Work a 37 hour week
3. Undertake professional development activities to enhance personal development and job performance, through provision of training or mentoring.
4. Comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.

5. Participate in appropriate meetings with staff and senior management.
6. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
7. To adhere to school policies on equality and diversity.
8. Use all Trust standard computer hardware and software packages where appropriate.

### GENERAL DUTIES AND RESPONSIBILITIES

1. To work independently and with other members of the faculty to develop secure knowledge on how to support vulnerable children and their families
2. Provide particular and skilled support to pupils with complex emotional, behavioural, communication and social needs
3. Work with and have accountability of student's well-being, for all students on a caseload
4. Working with individuals or small groups of children under the direction of the safeguarding lead
5. Understand the different challenges that face young people as they grow up
6. Implement planned learning activities/teaching programmes, adjusting activities according to pupils' responses as appropriate
7. Establish positive relationships with supported pupils
8. Promote positive pupil behaviour in line with school policies
9. Monitor and record work completed with young people, drawing any problems which cannot be resolved easily to the attention of the teacher/line manager
10. To attend to pupils' personal needs, including help with social, welfare, physical and health matters, including minor first aid
11. Liaise with staff and other relevant professionals and provide information about pupils as appropriate
12. Assist with escorting pupils on educational visits
13. Attend relevant training and take responsibility for own development
14. Attend relevant school meetings as required
15. To respect confidentiality at all times
16. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
17. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally changes of a permanent nature shall be incorporated into the job description in specific terms in liaison with the line manager
18. Work in a professional manner and with integrity and maintain confidentiality of records and information
19. Maintain up to date knowledge in line with national changes and legislation, as appropriate to the role
20. Be aware of and comply with all Trust policies, including in particular Health and Safety and Safeguarding
21. Participate in the Trust Appraisal process and undertake professional development as required
22. Adhere to all internal and external deadlines
23. Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies, as appropriate to the role

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties as required by the Trust.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date:

## Person Specification

	Essential	Desirable
<b>Qualifications and Experience</b>		
<ul style="list-style-type: none"> <li>Recent experience of working with young people</li> <li>Working with students on supporting their emotional well-being</li> <li>Leading small groups of students on your own</li> <li>Good standard of education, especially with regard to literacy and numeracy skills</li> <li>GCSE maths and English grade C or equivalent</li> </ul>	E   E  E	D D
<b>Knowledge and Skills</b>		
<ul style="list-style-type: none"> <li>Ability to work calmly under pressure</li> <li>Ability to communicate clearly, both orally and in writing, appropriate to the need to communicate effectively with colleagues, students, parents/ carers and other professionals</li> <li>Ability to work collaboratively with others</li> <li>Ability to building and forming good relationships with students, parents/ carers, outside agencies and colleagues</li> <li>Ability to work within school based systems and specified timelines</li> <li>Ability to proficiently use office computer software, including word processing, spreadsheets, databases and internet systems</li> <li>Academy procedures</li> </ul>	E E  E E  E E  E	
<b>Personal Attributes</b>		
<ul style="list-style-type: none"> <li>Excellent interpersonal skills with the ability to maintain strict confidentiality</li> <li>A diplomatic and patient approach</li> <li>Initiative and ability to prioritise own work and that of others to meet deadlines</li> <li>Efficient and meticulous in organisation</li> <li>Able to follow direction and work in collaboration with the leadership team</li> <li>Able to work flexibly, adopt a hands on approach and respond to unplanned situations</li> <li>Inclusion and a positive "can do" approach to learning</li> <li>Ability to evaluate own development needs and those of others and to address them</li> <li>Commitment to the highest standards of child protection and safeguarding</li> <li>Recognition of the importance of personal responsibility for health and safety</li> <li>Commitment to the Trust's ethos, aims and whole community</li> </ul>	E E E  E E E  E E  E E  E	