



Archbishop Temple

Church of England High School

JOB DESCRIPTION	
JOB TITLE	Pastoral Mentor
GRADE	Grade 4
RESPONSIBLE TO:	Assistant Headteacher (Behaviour & Attitudes)
PURPOSE OF THE ROLE: To support pupils who are facing difficulties in school because of issues related to social, emotional, personal, behavioural problems or other factors. To help these pupils overcome their barriers to learning and fully engage with lessons to become more effective learners, and to improve academic and pastoral progress.	
Main Duties <ul style="list-style-type: none">• Promote consistently high expectations of all pupils and make sure they're making good progress by offering targeted pastoral support.• Work alongside Heads of Year and other members of the pastoral team, to identify pupils or groups of pupils who are facing social, emotional and mental health or behavioural difficulties, and put initiatives in place to address the barriers to learning they're experiencing, including mentoring and monitoring.• Promote and support inclusion for all pupils, including those with special educational needs (SEN), English as an additional language (EAL) or with a physical disability.• Deliver individual and group mentoring programmes, creating space for pupils to receive academic and personal support from staff and peers.• Develop action plans for pupils facing particular difficulties, such as part-time timetables, support plans and make necessary referrals; and work with staff, external agencies and parents/carers to put them in place.• Support pastoral leaders with the facilitation of the transfer of relevant pupil information inside and outside the school.• Complete relevant paperwork required by external agencies.• Where appropriate, visit pupils at home to discuss issues and plan next steps. <p>Other areas of responsibility</p> Safeguarding <ul style="list-style-type: none">• Work with parents/carers, pupils and staff to create open discussions about pupils' needs, the school's expectations and what appropriate support looks like.• Work with pupils to demonstrate and encourage good behaviour in line with the school's behaviour policy.• Support the physical and emotional wellbeing of pupils, encouraging confidence and self-esteem through listening to them, and through individual and group support.• Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety.• Support the attendance and punctuality of all pupils, and work to improve attendance rates where issues are identified, recognising how this links to pupils' wellbeing.• Work collaboratively with appropriate external agencies to support pupils' development and progress.	

General

- Demonstrate enthusiasm for learning and improving skills, and model this to all pupils
- Engage with staff and school leadership to put whole-school strategies in place to support the learning, progress and personal development of all pupils.
- Liaise with families and develop good relationships with parents/carers, becoming a recognisable and approachable contact within the school.
- Where appropriate, take part in meetings, and communicate with parents/carers.
- Maintain accurate and up-to-date records of intervention and communication.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- To work within school policies and procedures.
- To attend skill training and participate in personal/performance development as required.
- To be aware of the confidential nature of issues.
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974).
- Work in accordance with the Data Protection Act and GDPR statutory guidance.

Other duties at the same responsibility level may be interchanged / added to at the discretion of the Headteacher.

This Job Description will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the holder of the post to meet the changing demands of the school

June 2025