

Capel Manor College

0.4 SEN Mentor

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	0.4 SEN Mentor
Scale	Business and Learning Support
Grade	Scale 5
Responsible to	Wellbeing and Support Manager
Location	Enfield
Contract	Part-time, Permanent, Term-time

Key Responsibilities:

The key responsibility of the SEN Mentor is to provide mentoring to SEN students to support their development of English and Maths and provide pastoral support. The post-holder will be responsible for supporting SEN students' personal and social development and independence. The post holder will also provide mentoring to SEN students to support development of their study and learning skills. The post-holder will be a member of the College Safeguarding Team and operate as a Designated Safeguarding Officer.

Responsibilities:

1. Provide 1:1 and small group mentoring to support SEN students to develop their English and Maths
2. Provide mentoring to SEN students to support their personal/social development, behaviour and attitudes and promote independence
3. Provide mentoring to SEN students to support their development, study and learning skills
4. Offer Pastoral support and undertake general 1:1 support sessions, as and when required
5. To carry out group workshops on topics such as equality and diversity, wellbeing, including Prevent and British values, and other relevant topics relating to young people
6. Monitor student morning arrivals, offer lunch break support and assist with student afternoon departures
7. Work as an effective Mentor in the student amenity areas to ensure the student disciplinary code is upheld
8. Identify and challenge student behaviour deemed outside the code of conduct and work with the learners to improve
9. Use a range of interventions to resolve conflict successfully, including effective mediation strategies
10. When sent disciplinary referrals where appropriate, complete intervention meetings. Develop and keep records of work completed with learners
11. Provide evidence for disciplinary hearings when needed
12. Keep records of student interventions and update Director of Student Support and Experience on relevant statistics
13. To ensure and maintain an accurate and up to date record of contact with students and groups
14. To create a rapport with young people to promote students' personal/social development and wellbeing
15. To use a range of methods to consult with students and staff to identify potential enrichment activities that meet a wide range of students' interests and abilities
16. To establish and maintain liaison with outside agencies on a regular basis to facilitate welfare services, e.g. Health Promotion Unit, Sponsors and the Police Consultative Group
17. To support college events such as the fresher's fare, residential trips, team building/adventure days, outings and ongoing events
18. To contribute to the development of the tutorial programme
19. Facilitate group discussions on a range of personal, social and health issues

Safeguarding:

1. Support appropriate student behaviour in line with the Code of Conduct. This includes the Capel grounds and buildings during break periods (including the canal area), ensuring ID cards are always worn by students.
2. Maintain an overview of particularly challenging students and their behaviour and punctuality. Make necessary referrals when appropriate.
3. Take part in reviewing safeguarding procedures with the Director of Estates and the Director of Student Support and Experience on areas of safety.
4. Assist Director of Student Support and Experience as a Designated Safeguarding officer with safeguarding matters, and refer students, as per need, to relevant internal and external services

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Qualification in Mentoring Youth Work or similar

Experience

- Experience in working with young people in either a formal or informal setting
- Experience of training, coaching or mentoring
- Experience working with children with SEN needs

Skills, Abilities and Knowledge

- Knowledge/understanding of The SEND Code of Practice and Education and Health Care Plans
- The ability to develop positive working relationships with individuals at all levels
- Personal presence and the ability to challenge behaviour and manage conflict
- Empathy for young people and the ability to understand and relate to the issues affecting them
- Demonstrate an understanding of young people's needs, including young people with learning difficulties
- Excellent interpersonal skills Sound administrative skills
- The ability to communicate effectively orally and in writing
- Effective communication/organisation skills and ability to work on own initiative and as part of a team
- The ability to use your initiative and make quick decisions to deal with unexpected situations
- Ability to write reports and present information to relevant staff

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required