

# Capel Manor College

## 0.4 SEN Mentor

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### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	0.4 SEN Mentor
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	Scale 5
<b>Responsible to</b>	Wellbeing and Support Manger
<b>Location</b>	Enfield
<b>Contract</b>	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 math's and provide pastoral support to SEN students. 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 Office.

### Responsibilities:

1. Providing pastoral support to SEN students and undertake general 1:1 support sessions, as and when required.
2. Provide 1:1 mentoring to support SEN students to develop their English, Maths and general coursework.
3. Provide mentoring to SEN students to support their personal/social development, study and learning skills, behaviour and attitudes and promote independence.
4. To carry out group workshops on relevant and current topics relating to Student Wellbeing.
5. Work as an effective Mentor in the student amenity areas to ensure the student disciplinary code is upheld.
6. Identify and challenge student behaviour deemed outside the code of conduct at all times and work with the learners to improve.
7. Use a range of interventions to resolve conflict successfully, including effective mediation strategies.
8. Develop and keep records of work completed with learner.
9. With disciplinary cases, provide evidence for disciplinary hearings when needed.
10. Keep records of student interventions and update Assistant Principal, Student Services, Safeguarding & Inclusion, DSL on relevant statistics.
11. To ensure and maintain an accurate and up to date record is kept of contact with students.
12. To create a rapport with young people to promote students' personal/social development and wellbeing.
13. 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.
14. To contribute to the development of the tutorial programme

## **Safeguarding**

1. Support appropriate student behaviour in line with the Code of Conduct. This includes the Capel grounds and buildings during break periods and ensuring ID cards are worn by students at all times.
2. Maintain an overview of particularly challenging students and their behaviour. Make necessary referrals when appropriate.
3. Assist Assistant Principal, Student Services, Safeguarding & Inclusion, DSL as a 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
- Level 2 SpLD qualification

### **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
- Experience of supporting and engaging young people with SEN, including those who may be reluctant to participate

### **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