

House Leader & Education Support Mentor

Local task list

To be read in conjunction with role profile no. 2310: Pupil Support and Guidance Manager

Grade: D

Contract: 41 weeks per year (2 weeks term time holiday permitted)

Hours: 8.00am – 4.30pm with a half an hour unpaid break each day

Job Purpose

To play a lead role in a thriving learning community: learning together, achieving excellence.

The House Leader & Education Support Mentor will work in partnership with Year Leaders, tutors, families and external agencies to ensure that every pupil develops a strong sense of belonging, engages positively in learning, and is supported to flourish both academically and personally.

The role focuses on removing barriers to learning, promoting high expectations for attendance, punctuality, behaviour and personal development, and ensuring that pupils receive timely support to unlock their potential.

Key Responsibilities

Pastoral Support and Inclusion

- Provide targeted pastoral support, mentoring and intervention for identified pupils.
- Support pupils to develop resilience, confidence, positive relationships and effective learning behaviours.
- Work closely with Year Leaders, SENCOs, Inclusion and Attendance Mentor, tutors and teaching colleagues to identify and respond to emerging pupil needs.
- Contribute to effective support plans and making referrals to external agencies where additional provision is required.
- Maintain accurate and up-to-date records of interventions, support strategies and outcomes.

- Support effective transition arrangements for pupils joining the school or moving between year groups.

Attendance, Behaviour and Engagement

- Play a lead role in celebrating pupils' achievements and supporting the House system through visible leadership of whole school House activities.
- Supporting the House Co-ordinator in publicising and facilitating the House system.
- Overseeing assemblies to celebrate house activities alongside House co-ordinator.
- Promote and monitor high standards of attendance, punctuality, behaviour and attitudes to learning.
- Identify concerns promptly, implement appropriate interventions and undertake effective follow-up actions.
- Work proactively with pupils and families to remove barriers to attendance and engagement.
- Investigate incidents and support restorative approaches that strengthen relationships and encourage positive choices.
- Design and facilitate targeted group interventions that improve wellbeing, attendance, participation and engagement in school life.
- Routine checking and interventions to uphold standards of uniform
- Administering detentions as the first step in addressing global concerns
- Monitoring and reviewing codes, stamps and House/Graduation Points, sharing information with Year Leaders and implementing their strategies.
- Checking in with parents of low attenders not covered by attendance officer
- Escorting key pupils to and from lessons
- Supporting punctuality
- Supporting vulnerable pupils at break and lunchtime
- Registration of pupils late to school (up until p1)
- Dealing with uniform issues
- Liaising with parents
- Checking the use of handbooks
- Be Team Teach trained
- Apply specialist learning such as supporting learners with ASC

- Welfare checks where necessary.

Visible Presence and School Culture

- Maintain a highly visible presence around the school, including before school, break, lunchtime and after school.
- Support a calm, safe and purposeful environment by reinforcing the school's routines, expectations and values.
- Ensure high standards of uniform, conduct and readiness for learning.
- Celebrate pupil achievement, effort and participation through displays, communications and recognition activities.
- Be an advocate for the school and contribute positively to the wider life of the school community.

Partnership with Families and External Agencies

- Build strong relationships with parents and carers to support positive outcomes for pupils.
- Meet with families when attendance, wellbeing or engagement causes concern.
- Liaise effectively with external agencies and support referral processes where appropriate.
- Support communication with families and contribute to parents' evenings, Partners in Learning events and other school events.

Administration and Data

- Provide administrative support to the Year Leaders and wider pastoral team.
- Support the production of end-of-year reports, including pastoral, attendance and punctuality information.
- Produce, analyse and evaluate pastoral data to inform interventions and evaluate impact.
- Monitor pupil information using school systems and report emerging concerns to appropriate colleagues.
- Attendance at meetings as required including those with families and those relating to social care.

Team Contribution

- Work collaboratively with the Annexe team, Year Leaders, SLT and wider colleagues to continually improve pastoral provision.

- Share effective practice and contribute to a culture of collaboration and continuous improvement.
- Cover for members of the pastoral team as required.
- Support educational visits, residential trips and lesson supervision when needed to ensure the effective day-to-day running of the school.
- Be innovative in your approach to emerging challenges, using research and evidence based interventions to impact positively on all pupils.
- Undertake any other duties reasonably required by the school.

Safeguarding

- Uphold the highest standards of safeguarding, confidentiality, health and safety, and data protection.
- Ensure that pupil welfare remains central to all practice and report concerns promptly in accordance with school policies and procedures.

School Values

- Promote the school vision: **Learning Together, Achieving Excellence.**
- Champion the values of:
 - Creativity and Character
 - Integrity and Empathy
 - Endeavour and Excellence
 - Be Kind, Be Respectful, Be Responsible