

## **Job Description and Person Specification**

<b>Job Title:</b>	Classroom Mentor
<b>Responsible to:</b>	Head of Education
<b>Salary Scale:</b>	Up to £24,484 FTE - actual salary is £22,000 plus pension. Rising to £22,800 after probation.  Private medical care, free lunch and Christmas bonus available.
<b>Job Type:</b>	Support
<b>Hours:</b>	8.30am – 4.30pm Mon- Thurs, 8.30am – 4.00pm Friday. Term Time only plus 5 training days. The role is full time.
<b>Liaises with:</b>	<ul style="list-style-type: none"> <li>• Colleagues within Stone Lodge School</li> <li>• Families and carers of pupils at the school.</li> <li>• External agencies who support children and young people at the school.</li> </ul>
<b>Conditions of Service:</b>	<p>This post is subject to terms and conditions of the employment of Stone Lodge School</p> <p>The nature of this role dictates that the post holder will be subject to an enhanced DBS check. Please note that holding a positive disclosure may not automatically bar you from working with the organisation, however, a full risk assessment will be completed prior to making a recruitment decision.</p>
<b>Job Summary:</b>	<p>Stone Lodge Therapeutic School is a specialist independent school which provides education for up to 77 young people aged 11-17 with Education Health and Care Plans (EHCPs) for Autism and Social Emotional and Mental Health (SEMH) needs. It is a split site school and staff are expected to work at any school site – although consideration will be given to your commute the needs of children will be prioritised.</p> <p>You will need to have (or demonstrate willingness to develop):</p> <ul style="list-style-type: none"> <li>• experience of working with children and young people</li> <li>• an understanding of SEN</li> <li>• ability to quickly build relationships with challenging pupils</li> <li>• be able to work on your own initiative</li> </ul>

This is a challenging role and you must be able to cope with stressful interpersonal situations whilst maintaining a high degree of professionalism.

**Duties and Responsibilities:**

- To support pupils learning and behaviour in the classroom and during offsite activities
- To record pupil progress via Earwig and other systems
- Contribute to and collect evidence for, IEPs
- To support pupils to improve their personal development and social skills
- To implement interventions devised by the SENCO and therapy team
- To support out of classroom activities as part of a broad and varied curriculum
- To ensure Child Protection and Safeguarding is of paramount importance, including being aware of all risk assessments
- Follow procedures for accident, illness, absconding and absence for pupils and to adhere to all school policies
- Contribute to any meetings that are called for the education and welfare of pupils, including training.
- Attend department, behaviour whole school staff meetings
- To conduct any reasonable duties as directed by the Principal or their representatives

**Teaching, Training and Supervision:**

- Undertake regular line management
- Receive regular CPD
- Attend external CPD and qualification courses pertaining to the role

**ICT responsibilities:**

Use IT and computers in day to day work in order to facilitate more effective communication and presentation of information. This includes word processing, e-mail, electronic record keeping and information sharing, multi-media presentation and teaching, and specialist IT programmes.

**General:**

To effectively and consistently manage the behaviour of pupils in line with the policies and ethos of Stone Lodge Therapeutic School.

To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD, training and development programmes, in consultation with the middle and senior leaders.

Maintain the highest standards of record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practices and school policies and procedures.

**Safeguarding**

Safeguarding is everybody's business. The welfare and safeguarding of children and young people should be of paramount consideration, whatever your role or level of responsibility is within the organisation. All employees, are required to ensure compliance with the school's guidance and policy on safeguarding and are required to attend safeguarding training appropriate to

their level of responsibility. All staff are expected to comply with the relevant sections in KCSIE.

### **Risk management / Health and Safety**

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the school. All staff have a responsibility to access support services in times of need.

### **Confidentiality**

You will be required to maintain confidentiality of information, access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

### **To be noted:**

*This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with their line manager.*

*This job description will be reviewed regularly in the list of changing service requirements and any such changes will be discussed with the post holder.*

*The post holder is expected to comply with all relevant school policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety, GDPR and Confidentiality of Information.*

## **PERSON SPECIFICATION:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW TESTED</b>
<b>Training &amp; Qualifications</b>	L2 (4/C or above English and Maths) (Further training will be offered)	Further Education Qualifications Degree Further SEN / teaching qualifications Sports coaching qualifications	Show certificates of qualifications at interview
<b>Experience</b>	Experience of working with young people	Experience of working with young people with challenging behaviour.	Application form. Assessed at interview and references.
<b>Knowledge &amp; Skills</b>	Ability to use basic IT packages such as word	Knowledge of SEN	Application form.  Interview and references.
<b>Other</b>	Full UK driving licence  Ability to work independently, reliably and consistently with work agreed and managed at regular intervals  Willingness to engage in further training  Willingness to lone work with pupils, off site if necessary  Willingness to use physical intervention once trained  Willingness to transport children in school vehicles	Understanding of therapeutic approaches  Willingness to take teacher or further qualifications	Application form, interview and document check.

	<p>Ability to accept and use supervision appropriately and effectively.</p> <p>Ability to build relationships quickly with challenging or reluctant young people</p> <p>Willingness to go “the extra mile” to support pupils</p> <p>Ability to instil learning resilience and confidence in pupils</p> <p>Good personal organisational skills.</p>		
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