

Job Title: SEN Mentor

Reporting to: Assistant/ Deputy Heads of School

Safeguarding

Everyone who works at Releasing Potential has responsibility for promoting safeguarding and welfare of children.

Commitment to Safeguarding Children

- To ensure awareness of School policy and procedures re Child Protection and Safeguarding
- To be aware of the signs and symptoms of abuse by participating in regular training
- To report all causes for concern to the Safeguarding Lead
- To ensure the safety and wellbeing of all children RP works with

Overview of role

- To deliver the core curriculum (English, Maths, Food Studies, Outdoor Education & PSD) to Engage groups and to individual pupils according to the demands of the School timetable

Main Duties

Engage programme

- To be available at the beginning and end of the day to help check pupils on and off transport;
- To deliver core curriculum subjects to Level 1 as per existing Schemes of Work in group sessions as required by the timetable;
- To keep records relating to progress of pupils in core curriculum subjects and contribute to reports on progress;
- To make phone calls home to report on particularly positive or negative behaviour as required by the Engage Tutor you are supporting that day;
- To remain extremely aware of the safeguarding risks related to working with young people and to do all that is reasonable to protect yourself from allegations;
- To deal sensitively with personal information provided by the young people, following the safeguarding policy in dealing with relevant situations.
- To contribute to development of long and medium term curriculum planning;

- To implement long and medium term curriculum plans in order to produce appropriate programmes;
- To record delivery of the curriculum;
- To assess and mark student work in line with Teaching and Learning Policy;
- To be responsible for the safety of the young person in your care for the whole time they are with Releasing Potential;
- To assist the Engage Tutor with all aspects of administrative and practical tasks on the day you are supporting their group.

Mentoring programme

- To plan and deliver a programme of activities that is suitable for each young person that you work with and meets the needs and risks they present. You should record this planning and evaluate and record the outcomes of each session;
- To ensure that all delivery complies with the requirements of the Releasing Potential Operational Document;
- To ensure that your planning is linked to appropriate NGB awards or awarding bodies (such as NCFE) and that these are given to the young people appropriately. It is important to ensure that any awards/qualifications are recorded for future reference;
- To ensure that you have the correct planning in place to supervise any activity you lead;
- To ensure that all activities have a risk assessment and continue to assess the changing nature of the risk each time you work with an individual, this should include obtaining an up to date weather forecast if working outdoors;
- To ensure that all records regarding students are kept up to date and are easily accessible for other staff that may need to cover, this includes the daily record sheet;
- To remain extremely aware of the safeguarding risks related to working one to one with young people and to all that is reasonable to protect yourself from allegation.

Supervisory & Managerial responsibilities

None

Other responsibilities

- To record and justify all expenditure of petty cash and credit card, keeping receipts for all expenditure;

- To record your use of company vehicles accurately and ensure that you are always driving safely;
- To ensure that all Releasing Potential equipment is used safely and returned to its proper location, reporting and logging any damage.

Decisions Made

- To change or modify plans in the light of Health & Safety considerations

Working Hours

- Your working hours include time for setting up and organizing the session, as well as debriefing and clearing up time at the end of the session;
- You may be expected, on occasions, to attend training, planning or appraisal sessions outside your normal working hours.

It is agreed that this is a brief and concise description of the above job.

Date:

Approved by:

Signed:

DRAFT