



Pastoral Mentor and Head of Year 6-7 Transition

Job Purpose

The Pastoral Mentor and Head of Year 6-7 transition will be a key member of the pastoral team and will work closely with the Heads of Year in Years 7 and 8 to provide pastoral care to pupils identified as needing additional support. They will work with the Head of Year 7 with an explicit focus on transition into the Senior School; this is a proactive role in ensuring a smooth journey – working with families, primary/prep schools and Senior School colleagues – from Year 6 into Year 7 for all pupils in the year group (before and after they have joined the Senior School).

He or she will be an effective communicator with a commitment to contribute to the development of the School.

This role is an exciting addition to further strengthen pastoral support and promote pupil wellbeing and make a positive impact on pupil outcomes.

Hours

Full-time, 37.5 hours per week, term-time only (including Staff INSET days and start of year induction day for Year 7 pupils).

Report to

Director of Pastoral Care and Safeguarding

Contacts

The Head, Senior Deputy Head (Pastoral), Director of Pastoral Care and Safeguarding, Director of Admissions, Marketing and Development, Admissions Manager, Form Tutors, Pastoral Mentors in Years 9-Upper Sixth),, Bursary Mentor, Prep School Deputy Heads, Head of Year 6 (Prep), Director of Pupil Wellbeing, Designated Safeguarding Leads and Deputies, SAN nurses, Boarding Houseparents, SENDCo, Chaplain and School Counsellors

Department

Pastoral Care

Key Responsibilities & Accountabilities

Please note, this list is not exhaustive and may be changed at the reasonable request of the Senior Deputy Head (Pastoral) or the Headmaster.

Safeguarding

- To adhere to the School's Safeguarding policy which includes the staff safeguarding code of conduct, and KCSIE (Part 1);
- To communicate any safeguarding concerns as soon as possible to the DSL or a Deputy DSL. For any serious concerns, speak to a member of the safeguarding team and then record your notes on the online safeguarding reporting system, CPOMS. If you cannot contact a DSL or DDSL or member of SLT, contact the reception and admin. team who will be able to locate them;
- To use CPOMS in a timely manner to alert the safeguarding team of your non-urgent concern (and to record any safeguarding concerns);
- To report any concern about the safeguarding conduct of a member of staff (contractor, volunteer or adult supervising children on the school site as part of an external let) to the Headmaster (or to the Chairman of Governors if the concern is about the Headmaster) and to self-refer as needed, following the Safeguarding Policy and Low Level Concerns Protocol;
- To ensure that you always wear your lanyard and challenge anyone who is not wearing a school lanyard or who is wearing a red lanyard while unaccompanied.
- To ensure that you inform the Attendance Officer or teacher, as appropriate, if a pupil is with you and not in a lesson;
- To be aware of the medical and SEND needs of the pupils in your care and contact the school nurses or Learning Support Department if you have questions;

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- If meeting a pupil one-to-one, to ensure that this is in an appropriate space and that wherever possible there is visual access and/or an open door. To report any situation where a child becomes distressed or angry;
- To be aware of online risks to children.

Pastoral Mentor (Years 7 and 8)

- To assist Heads of Year with the pastoral care, wellbeing and promotion of individual pupil development in Years 7 and 8;
- To be a Deputy Designated Safeguarding Lead (to be confirmed) with Level 3 Safeguarding Training and attend weekly safeguarding meetings;
- To develop an understanding of the work of outside agencies such as Children's Social Care, GPs, EWMHS (CAMHS) and other family support services;
- To play an active part in the development and delivery of the pupil Wellbeing programme
- To attend and contribute to Year 7 tutor team meetings and Year 8 tutor team meetings, as required;
- To attend whole team pastoral meetings and pastoral INSET;;
- To offer active listening to pupils;
- To support Heads of Year in the investigation and follow up of disciplinary and reward processes;
- To work with small groups of pupils to develop positive relationships, using a restorative approach to conflict and behaviour management;
- To assist the Heads of Year in building relationships with parents and to provide support in cases in which there is serious concern about pupil attendance;
- To keep a log of incidents/action taken involving pupils and pass it on to the Head of Year at regular intervals and keep a written record of key conversations with parents and/or pupils for the pupil files;
- To support the Wellbeing programme and assist in its delivery as required;
- To triage parental pastoral queries via phone and email and pupils when appropriate;
- To attend meetings with parents and colleagues as required.

Head of Year 6-7 Transition.

- To be responsible to the Senior Deputy Head (Pastoral) for the effective transition for pupils from KS2 into KS3;
- To organise and present at transition sessions for Year 5 parents at Brentwood Prep, e.g. a Year 5 information evening and the 'Making the Leap' Year 5 parents' evening;
- To support the SENDCo team in liaising with Primary/Prep Schools between acceptance and admission;
- To assist the Head of Year 7 with the allocation of form groups;
- To assist with the interviews/hosting prospective parents as part of the Admissions cycle;
- To assist the Head of Year and SLT with the Entrance Examinations, key marketing events and feeder school liaison as required;
- To organise the Pupil and Parent meeting for new Year 7 pupils in the Trinity Term (logistics/staffing, comms), give a presentation focused on support for transition and be available to meet parents and pupils at this event;
- To work closely with the DSL and Director of Pastoral Care and Safeguarding to ensure staff are aware of any safeguarding issues relating to the pupils they teach;
- To ensure that staff are aware of any particular needs including wellbeing and behaviour, in addition to SEND, to ensure a seamless and safe transition to the Senior School;
- To ensure that new Year 7 pupils are made to feel welcome and provide mentoring for those pupils who need support with settling in;
- To maintain a high profile around the site and be a familiar face for new Year 7 pupils;
- Working with the Head and Deputy Head of Year 7, to monitor pupil engagement (academic, co curricular and social) and support Form Teachers/the year team in identifying and responding to any issues arising as the Year 7 pupils settle into the school;
- To work closely with the (student) Deputy Head of School and peer mentor team attached to Year 7;
- To liaise with families/pupils during Michaelmas Term with a focus on settling in issues and ensure there are open channels of communication;
- Alongside the Head of Year and tutors, to encourage pupils to participate in co-curricular activities and to take an active interest in supporting members of the year group in such activities;
- To provide open door/drop-in sessions for parents in the course of the first term;
- To keep transition in the minds of staff with reminders to them about key points relating to transition, including tips for Year 7 lessons and encouraging engagement in lessons and activities;
- To work closely with the Bursary Mentor to coordinate support for Year 7 pupils with bursaries;
- Working to support individual pupils, to maintain close links with parents and to communicate information on academic and pastoral issues as required and as necessary;
- To support the Wellbeing Programme and assist in its delivery as appropriate;
- To be available as required to show prospective entrants and their parents around the school;
- To attend Welcome Evenings and parents' meetings.



Personal Specification

- Be very well organised and hard-working with the ability to inspire;
- Display discretion;
- Be a capable practitioner in the use of IT and possess a good understanding of management information systems;
- Possess an ability to think strategically and creatively;
- Possess a good track record of collaborating with and possibly leading others, being motivational, sympathetic, positive and, where necessary, challenging with colleagues;
- Be highly articulate and precise in writing;
- Be an assured speaker and a confident communicator (both orally and in writing) and be able to liaise with all members of the School community;
- Display an absolute commitment to the highest standards of professional behaviour, at all times promoting the welfare and safeguarding of children;
- Be able to resolve conflicting demands and create positive outcomes;
- Have an approach to work and collaborating with others that is flexible and enthusiastic;
- The successful candidate will be someone who understands the value of a good humoured and ethical approach to working with others, knowing that the culture we embody is the one we create.

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Senior Deputy Head, Nicky Jenkin

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