

# School Support Staff

## Job Profile

<b>Reference :</b>	Grade E
<b>Job Title :</b>	Student Support Mentor
<b>Main Job Purpose :</b>	To support and challenge students to perform at their highest potential and to implement and embed Floyd Woodrow's Compass for Life programme.

### Main Duties :

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<b>1.</b>	<p>Academic Mentorship and Support;</p> <ul style="list-style-type: none"><li>• Provide one to one and small group mentorship to students, guiding them toward academic success.</li><li>• Embed strategies to help students overcome academic challenges and improve performance.</li><li>• Assist in goal setting, time management and study skills to foster independent learning and achievement.</li></ul>
<b>2.</b>	<p>Implementing 'Compass for Life' programme;</p> <ul style="list-style-type: none"><li>• Work closely with students to identify their 'North Star' – their ultimate life goals and aspirations.</li><li>• Regularly review and assess each student's progress toward their North Star providing encouragement, support and adjustments as needed.</li><li>• Use the Compass for Life framework to develop tailored plans for students focusing on the four cardinals.</li><li>• Organise workshops and activities to further embed the principals of the Compass for Life programme into the school culture.</li></ul>
<b>3.</b>	<p>Support for Disadvantaged Pupils;</p> <ul style="list-style-type: none"><li>• Work collaboratively with teachers, counsellors, and DP lead to address the needs of disadvantaged students.</li><li>• Facilitate access to resources (eg tutoring, after-school programs, emotional support) to remove barriers to success.</li></ul>
<b>4.</b>	<p>Broaden Horizons and Enrich Life Experiences;</p> <ul style="list-style-type: none"><li>• Suggest extra-curricular activities, field trips and workshops that expose students to new opportunities and experiences.</li><li>• Prepare for college and career readiness, helping students explore future pathways and broaden</li></ul>

	<p>their perspective.</p> <ul style="list-style-type: none"> <li>• Connect students with community programs, internships and other life-enriching experiences outside the classroom.</li> <li>• Support the aspirational school culture where students are encouraged to set high goals for themselves and pursue ambitious career and educational pathways.</li> </ul>
<b>5.</b>	<p>Create a positive and Engaging School Culture;</p> <ul style="list-style-type: none"> <li>• Foster an inclusive, motivating and supportive environment where students feel safe to express themselves and engage in their learning.</li> <li>• Serve as a role model, encouraging students to demonstrate resilience, confidence and responsibility.</li> <li>• Work collaboratively with staff to develop school-wide initiatives that promote academic success and personal growth for all students.</li> </ul>
<b>6.</b>	<p>Advocacy and Relationship Building;</p> <ul style="list-style-type: none"> <li>• Act as an advocate for students, working to ensure they have equal access to opportunities and support.</li> <li>• Build strong, trusting relationships with students, serving as a consistent and reliable adult presence in their lives.</li> <li>• Engage with parents, caregivers and the wider community to create a holistic support network for each student.</li> </ul>

### **Supervision and Management**

The jobholder does not have regular supervisory responsibility for staff, but may be required to assist in work familiarisation for new recruits.

### **Key Competencies**

- Empathy and Compassion
- Cultural Awareness and Sensitivity
- Leadership and mentoring ability
- Problem-solving and conflict resolution
- Flexibility and adaptability

### **Key Contacts And Relationships**

The jobholder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with Teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g. Health, Social Care.

### **Decision Making**

The jobholder is expected to follow school procedures to resolve routine problems encountered in the job but to seek assistance, or approval to their recommendations, for anything more unusual.

### **Resources**

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

### **Working Environment**

There are frequent interruptions by students, but this is the nature of the post. The job involves resolving some conflicting priorities, particularly as they relate to crisis situations.

The jobholder comes into contact with students and parents who can be difficult to work with.

### **Knowledge and Skills**

The jobholder requires a good standard of practical knowledge and skills in supporting young people, building relationships with parents and a range of professionals, learning support techniques and data base and administrative skills.