

Emotional Learning Transition Mentor – Job Description

Job title	Emotional Learning Transition Mentor @ Delta Bespoke.
Location	The role will require travel across Bournemouth, Poole, Christchurch and Dorset.
Salary	Grade F £25,979-£29,777 37 hours a week Term Time Only, Actual Salary £22,232-£25,482 per annum 22% Employer pension contributions
Contract type	Full-time/permanent
Reporting to	Head of Emotional Education

Main purpose

The role of the Emotional Learning Transition Mentor will be to support students currently unable to access school, with their transition to a Delta Bespoke educational package.

Duties and responsibilities

- To visit students at home or school and assess their academic and emotional needs.
- To work with schools, families and external providers to create an appropriate learning package that meets the needs of the child.
- To provide mentoring support for the transitioning to any alternative provision provided
- To encourage attendance and engagement with learning provisions
- To monitor academic and emotional progress during the initial stages of the provision
- To liaise with families and alternative providers where necessary
- To identify strategies to help individual students overcome any barriers to engagement
- To co-ordinate the development of students Individual Support Plans and review ongoing progress towards set goals and outcomes
- To support students with transition to school or college if appropriate

- To maintain accurate records of interventions and meetings
- To complete relevant paperwork required by external agencies.

The Emotional Learning Transition Mentor will be required to safeguard and promote the welfare of children and young people and follow Delta Bespoke policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Transition Mentor will carry out.

Person Specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • GCSE or equivalent level, including Grade C or above in English or Maths
Experience	<ul style="list-style-type: none"> • Experience working with children who have additional needs e.g. SEND, behavioural and mental health) • Experience planning and delivering targeted interventions • Experience working with parents / carers of young people with additional needs
Skills and knowledge	<ul style="list-style-type: none"> • Good listening skills • Effective written and verbal communication skills • Tailoring plans and interventions to individual students • Ability to form effective relationships with children, parents and professionals • Safeguarding of young people
Personal qualities	<ul style="list-style-type: none"> • Patient and calm • Passion for helping children reach their full potential • Organised • Good time management

	<ul style="list-style-type: none">• Committed to safeguarding• Resilience – tomorrow is a new day with new opportunities.
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This job description may be amended at any time in consultation with the postholder.

Director's signature: _____

Date: _____

Postholder's signature: _____

Date: _____