



SAINTS PETER AND PAUL
CATHOLIC HIGH SCHOOL

YEAR MENTOR

RELATIONSHIPS: Responsible Lead Year Mentor

REMUNERATION: Salary HBC 5

JOB PURPOSE

To work closely with a Year team, addressing the needs of students, supporting them to overcome potential barriers to learning (including Pupil Premium students) and assist in ensuring they achieve their learning potential.

KEY DUTIES AND RESPONSIBILITIES

- To support students across the year group by promoting high expectations and standards, including those experiencing barriers to learning
- Liaise with teachers, parents and other stakeholders to provide information and support
- To work with students on a small group and/or individual basis to deliver pre-planned intervention programmes
- To respond and react to the needs of individuals in the year group and across the school as and when necessary
- To support and lead the year group during activities and social times
- To participate in celebrating individuals and the year group and recognising their successes
- To work as part of a team, across year groups, to collaboratively plan and consistently deliver creative support and interventions to promote and improve:
 - ✓ Attendance and punctuality
 - ✓ Behaviour
 - ✓ Social, Emotional, Mental Health and well-being
 - ✓ Standards across the year group
- Ensure effective communication with appropriate staff, parents/carers and relevant external agencies

- To attend or contribute to relevant internal and external meetings for students in their Year group as and when appropriate
- Create and maintain records so that staff have access to full and accurate information, using school systems
- Respond to telephone and email enquiries dealing with queries where able or taking and passing on messages. Assess the urgency of the enquiry and refer them to the appropriate member of staff to ensure that effective and efficient responses are made
- Ensure students not in school have education provided which is appropriate to their needs and continue safeguarding responsibilities for those who are absent
- To provide administrative support to Progress Leader and Year team
- Undertake training and CPD
- To attend and participate in meetings as required
- Be aware of and comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns as appropriate
- Be aware of and support difference to help ensure everyone else has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background

Note: To undertake any other duties and responsibilities as may be assigned from time to time which are commensurate with the grade of the post

This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility

The college will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Prepared by:	Stuart Evans
Job Title:	Director of Finance and Resources
Date:	12/12/25
Date for Review:	