



SAS MENTORING

Job Profile

Name:

Job Title: SAS Mentoring Deputy Manager

Reporting to: SAS Mentoring Manager

Direct Reports: SAS Mentoring Team Leaders

Purpose of the Role

SAS Mentoring, provides inreach and outreach for students all across Wiltshire. We work with students and young adults of all ages and with a variety of needs and difficulties such as SEMH, ASC, ODD, PDA, trauma, attachment and many more. We are commissioned by schools, social services, Wiltshire behaviour service and Wiltshire SEND.

As SAS Mentoring Deputy Manager, you will focus on supporting the SAS Mentoring Manager in overseeing the mentoring programme and managing a team of SAS Mentoring Team Leaders and Mentors. The role is critical in ensuring the smooth operation and effectiveness of our mentoring services, which aims to provide high-quality support to our students.

While this position does not involve direct work with children, occasional cover for mentors may be required.

Key Responsibilities

- Design, develop, and implement the school's mentoring programme with the manager, outlining clear objectives, strategies, and evaluation methods.
 - Collaborate with the SAS Mentoring Manager and executive leadership team to align the mentoring program with the company's mission, values, and academic goals.
 - Support the Mentoring Manager in the daily operations of the mentoring programme, including scheduling, reporting and resource management.
 - Recruit, interview and onboard suitable mentors for the company, considering their expertise, experience, and interpersonal skills.
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- Conduct mentor training sessions to equip them with effective mentoring techniques, active listening skills, and the ability to address students' diverse needs.
- Conduct mentor training sessions to equip them with the skills they need to effectively implement the Teachers Standards.
- To supervise and participate in appraisal and performance management of mentoring staff and to report outcomes to the SLT.
- Conduct audits and assessments to maintain quality standards and compliance with regulatory requirements.
- Assign mentors to mentees, considering compatibility and individual needs.
- Design, develop and implement personalised behaviour management plans to address individual needs.
- Build strong rapport and trust with pupils, creating a safe and nurturing environment.
- Provide one-on-one mentoring and support during challenging situations.
- Conducting session observations to monitor programme effectiveness and ensure alignment with best practices.
- Collaborate with homeschools, parents, and other professionals to ensure consistent and holistic support including initial home visits and student onboarding.
- Internally verify formal accreditation submissions (students)
- Monitor pupil progress, assessing effectiveness of interventions, and adjusting strategies as needed.
- Collaborating with the manager in reviewing and editing policies and procedures to uphold quality and compliance.
- Promoting and developing the implementation of SMSC throughout sessions as well as ensuring this is recorded.
- Providing mentoring cover during sickness and absence episodes.
- Produce weekly attendance reports and updates to commissioners.
- Ensure termly reports are well written and shared with all professionals.
- Monitor and assess termly detailed lesson planning.
- Able to analyse data and use findings to inform decision making and improve outcomes.
- Creating and reviewing risk assessments for activities and students.
- Safeguard yourself and pupils to a high standard.
- Report and action safeguarding immediately.
- Effectively work within SAS vision and values.
- Create bespoke programmes to address the above issues.
- Create effective progression evaluations.
- Create positive links with outside agencies that could provide educational activities.

- Work with professionals in a positive multi-agency approach.
- Attend CIN/CP/LAC/PEP meetings.
- Work within a budget.
- Participate in all CPD and training.
- Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care and take appropriate action to always comply with health and safety requirements.
- Be aware of and support differences and ensure that all pupils have access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

This is not intended to be an exhaustive list, and the role holder is expected to undertake any duties reasonably required to fulfil their role and support the business objectives.

Essential Requirements

- Proven management experience in an educational or mentoring setting.
 - Excellent interpersonal and communication skills, including active listening.
 - ECT or QTS, or equivalent.
 - Experience of exams and internal verifications.
 - Strong understanding of SEMH needs and effective mentoring strategies.
 - Empathy and emotional intelligence.
 - Leadership skills to inspire and guide mentors in their roles.
 - Ability to analyse data and make data-driven decisions to improve the programme.
 - Flexibility and adaptability to adjust the program based on the evolving needs of the school and students.
 - Ability to motivate learners.
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- Skills in persuading, negotiating, and influencing.
 - Ability to think on your feet and be flexible.
 - Determination to see problems and solutions through to the end.
 - Ability to support people from a range of backgrounds.
 - Non-judgmental approach.
 - Excellent organisational and time management skills.
 - Ability to relate to young people in order to build trust, to help them achieve their full potential.
 - Ability to analyse problems and devise solutions.
 - Experience of working collaboratively as part of a team, particularly with other teaching staff and external agencies.
 - Flexibility and adaptability, as well as the ability to work well under pressure.
 - Report writing skills and the ability to maintain accurate records.
 - Excellent ICT skills.
 - A commitment to equality and diversity.
 - An understanding of confidentiality and the handling of sensitive information.
 - Knowledge of, and a commitment to, safeguarding in schools.
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