



JOB DESCRIPTION

JOB TITLE:	Behaviour Support Mentor
Salary	H6 Point 16 £30,585 (FTE), Actual Salary - £25,574
PURPOSE:	To support the Director of Learning and Senior Leadership Team to manage and improve behaviour standards across the academy
REPORTING TO:	Director of Learning & SLT
STAFF REPORTING TO JOB HOLDER:	None
CONTACTS WITHIN SCHOOL:	SLT; Learning Managers; DoLs; all Heads of Department, Learning Plus Team
MAIN TASKS & RESPONSIBILITIES:	<ul style="list-style-type: none">• To support Directors of Learning on daily behaviour issues• Mentor selected students to ensure that their behaviour improves, supporting students with SEMH• Provide support to the Directors of Learning on daily issues assisting with incidents, bullying and on calls• Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety• To support Directors of Learning with parental meetings.• Support the Directors of Learning with key high-tariff students.• To take the role of Directors of Learning when one of the HOY is off work for a short-term basis.• Respond to and take steps to resolve relationship issues between students and staff• Provide general student support e.g. lost items, upsets• Manage the detention system and monitor attendance at detention• Follow up attendance matters, including for agreed target students and contact or meet with parents• Collect and collate statements relating to incidents, following up directly when appropriate• Issue, collect and follow up target cards for identified students• Contribute to pastoral support plans

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| | <ul style="list-style-type: none">• Be aware of and comply with policies and procedures relation to child protection and all aspects of safeguarding children• Liaise with external agencies on behalf of the Pastoral team• Contribute to organisation of pastoral events and programmes• Support in the monitoring of students at alternative provision• Be a secondary contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action• Ensure contact is made to parents whenever incidents dealt with – e.g. bullying, racial incident files• Effectively communicate with Pastoral Team through meetings and emails to keep the staff informed of issues relating to the students in their Form• Produce appropriate records of incidents dealt with – e.g. bullying, racial incident files• Arrange for work to be set and collected for exclusion and other student absence• Seek reports on student progress from staff |
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KNOWLEDGE, EXPERIENCE & TRAINING:	<ul style="list-style-type: none"> • Strong written and oral communication and team player • Calm under pressure with strong interpersonal skills • Experience in dealing with young people in a busy environment • Excellent time manager with the ability to work to tight deadlines • Highly organised and efficient • The ability to communicate effectively • Excellent interpersonal skills • The ability to demonstrate initiative • Proven ability to build positive relationships with students • Strong team member • Ensures they, and others, follow the policies, systems and procedures of the school. • Understand the importance of confidentiality • Evidence through DBS check and recruitment, process of suitability for working with young people
GENERAL DUTIES: <ul style="list-style-type: none"> • Assist with on call duties if appropriate • Assist with before school, late gate and after school gate duty. • To assist in break/lunch supervision • Represent the school in a manner consistent with its ethos and values • Contribute to school development through identified communication and consultation channels • To respect the confidential nature of information relating to the school and students • Promote and safeguard the welfare of students you come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the Trust. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training, other learning activities and performance development as required. • Engage actively in the performance review process. • Perform any other such duties as the Head of Academy may from time to time determine 	