

JOB DESCRIPTION

Job Title: Learning Mentor (Pastoral and behaviour)

Responsible to: Assistant Principal (Behaviour & Safeguarding)

Overall responsibilities:

- To be responsible for providing one-to-one or group support to pupils with Social, Emotional or Mental Health Needs.
- To be responsible for the effective administration and organisation of behaviour systems within school (e.g. daily corrections and behaviour points).
- To oversee and carry out innovative and effective behaviour intervention programmes in line with Bedford Free School's ethos of high expectations.

Main Duties:

1. To assist the SEND and pastoral teams in creating, administering, and overseeing programmes of support with regards to pupils with challenging behaviours.
2. To supervise the 'Behaviour Intervention' room following a breach of the school's behaviour or uniform policy.
3. To provide one-to-one or group support
4. To lead and/or attend regular meetings to provide information for review and evaluation purposes – with for example parent/carers and external agencies.
5. To maintain appropriate records as required by the school e.g. behaviour analysis, registers, progress reports, files etc.
6. To develop and monitor Pastoral Support Plans or the equivalent in liaison with the Assistant Principal, Behaviour Lead, SEND and Pastoral Teams.
7. To maintain and update resources available to support learning.
8. To organise pupil inductions where necessary (usually for any pupils with historically challenging behaviour) in liaison with the Assistant Principal, Behaviour Lead, SEND and Pastoral Teams.
9. To participate proactively in marketing and promotion activities e.g. Open Evenings/Days.
10. To provide personal care to pupils as required.

11. To be responsible for promoting and safeguarding the welfare of children and young people in line with the area and school policies and procedures.
12. To run and supervise corrections (detentions).
13. To organise and process fixed-term suspensions as directed by the Principal and pastoral team
14. To oversee and co-ordinate the collection, completion and return of schoolwork for pupils who are absent for behavioural reasons.
15. To analyse data proactively to identify proposed development actions for individual pupils to maximise achievement.
16. To ensure that all documents and records relating to statutory duties and compliance are effectively organised and retained.
17. To contribute to the pupil experience through events/activities.
18. To develop our pupils into becoming responsible, mature and aspirational young adults.

Safeguarding

To be responsible for promoting and safeguarding the welfare of pupils and for raising any concerns in line with School procedures.

Equality and Diversity

To be responsible for promoting equality and diversity in line with Trust policies and procedures.

Health and Safety

To be responsible for following health and safety requirements in line with Trust policies and procedures.

Training and development

To participate proactively in training and development including qualification development required in the job role.

GDPR – Data Protection

To be responsible for following GDPR requirements in line with Trust policies and procedures.

Other responsibilities

To undertake as required other duties and responsibilities relevant to the job as directed by the Assistant Principal.

Person Specification

Job title: Learning Mentor (Pastoral and Behaviour specialist)

	Essential	Desirable
Qualifications /Training	English and Maths or similar at GCSE grade A-C (7-4) or equivalent	Graduate or recent training in one or more of the following: <ul style="list-style-type: none"> • Pupil Behaviour management • First Aid Certificate • Safeguarding training • Prevent training • Equality and diversity training • First degree
Knowledge/ Experience	<p>Recent and effective experience of tutoring/mentoring/managing pupils with challenging behaviours</p> <p>Experience of having effectively used proven behaviour improvement programmes</p> <p>Evidence of affecting positive change in behaviours for learning</p> <p>Ability to deal with challenging behaviours and motivate and encourage pupils</p> <p>Experience of working with the families of pupils with challenging behaviours</p> <p>Experience of working with outside agencies who support pupils with social, emotional or mental health needs</p> <p>Experience of data input/monitoring and analysis</p> <p>Evidence of high performance in previous roles/jobs</p>	<p>Experience of providing support to individuals in an educational or care setting</p> <p>Restorative Justice training</p> <p>Training related to working with pupils who have Autistic Spectrum Condition or ADHD/ADD</p> <p>A knowledge of how to access Early Help and Social Care support systems</p> <p>Experience of SIMs systems</p> <p>Working knowledge of CPOMS</p>

	<p>Experience of working effectively with people from diverse backgrounds</p> <p>Evidence of understanding how to promote equality and diversity within the job role</p> <p>Experience of working constructively to achieve team objectives and deadlines</p> <p>Confident IT user</p>	
Skills/Abilities	<p>Ability consistently to demonstrate high levels of job performance</p> <p>Ability to communicate effectively and confidently face to face, on the telephone and in writing</p> <p>Good organisational and time management skills</p> <p>Good administrative skills, with the ability to maintain accurate, up-to-date records</p> <p>Ability to work on own initiative and as part of a team</p> <p>Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution</p> <p>Ability consistently to support a high quality learning experience for all pupils and create a welcoming and supportive environment for pupils</p> <p>Ability to promote the school's reputation and carry out the school's business appropriately and professionally at all times.</p>	<p>Ability to analyse and present complex data</p>
Special Requirements	<p>Responsibility for promoting and safeguarding the welfare of pupils and raising any concerns in line with school procedures</p>	<p>Current First Aid at work qualification</p>

	<p>Ability to form maintain appropriate relationships and personal boundaries with children and young people</p> <p>A willingness to undertake relevant and appropriate staff development</p> <p>Flexible approach to work and working times</p> <p>Awareness of health and safety requirements relevant to the job</p> <p>Knowledge of Safeguarding practices within an educational setting</p>	
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