

BEHAVIOUR MENTOR/ON CALL SUPPORT - JOB DESCRIPTION



Job Title: On call/Behaviour mentor
Reporting to: Assistant Headteacher – Head of Behaviour and Attitudes
Salary: D2
Department: Pastoral
Hours: 08:00-16:00. Monday-Friday, Term time only.

Purpose:

The primary purpose of the role is to provide personalised learning experiences, support, and guidance to help these students achieve their academic and personal goals. work with students who require additional support outside of mainstream education due to various reasons such as behavioral challenges, special educational needs, or other factors affecting their ability to thrive in traditional school settings.

Duties & Responsibilities:

- To provide support with the hourly management of busy corridors, supporting students who have been exited from their classroom.
- To provide support for students on out of school transfers by attending meetings and supporting by visiting students.
- To support with the internal reflection space team in managing student behaviour and demonstrating high standards.
- To support students back into lesson after spending time on external school transfers and internal reflection space time.

What skills and experience we are looking for:

- Ability to form good relationships with students.
- Calm and resilient demeanor.
- Encourages mutually respectful relationships.
- Has high expectations of young people.
- Experience working with those with learning needs.

What our school offers:

- Exciting time as the school undergoes huge change.
- Semi-private healthcare
- Term time only.
- 09:00-16:00 daily so school drop off's can be undertaken for your own children.
- A supportive and collaborative working environment to enhance professional development.
- Opportunities for career progression within the school partnership.
- Regular CPD sessions to keep your skills sharp and up-to-date.
- A vibrant and diverse student community that provides a rich learning environment.
- A modern and well-equipped school campus with state-of-the-art facilities.

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Other Specific Duties:

- To undertake any other duty as requested by the Headteacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate.
- To adhere to the School's Dress Code – smart/professional.
- Develop effective professional relationships with all key stakeholders including colleagues, parents, partners, exam invigilators and external bodies and the wider community.
- Responsible for promoting and safeguarding the welfare children and young people within the school.
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out professional duties and responsibilities.

Staff Development:

- To participate in appropriate and targeted In-Service Training and attend meetings where possible.
- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address appraisal targets set by the line manager each Autumn Term.

Additional Information:

- This position may involve working flexible hours and occasional off-site activities.

Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by the Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR. All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

Employees are expected to present themselves and to act in a professional manner at all times,

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according to the Trust's Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Partnership, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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

Signed Date

On behalf of The Walderslade and Greenacre Schools Partnership

Signed.....Date.....

Employee

Behaviour Mentor**Person Specification**

	Criteria
Qualifications	Knowledge and skills equivalent to national qualifications level 3.
Experience	Previous experience of working with students and families in the public, private or voluntary sector. Experience of advising / guiding others. Experience of facilitating group work.
Skills and Abilities	Knowledge of coaching / mentoring strategies. Ability to build rapport, engage and motivate others. Good interpersonal and excellent communication, listening and observation skills. Ability to deal with difficult/sensitive situations. Ability to manage confidential information. Organisational abilities and accurate record keeping skills. Ability to work without immediate supervisions within the boundaries of the role.
Knowledge	Sound knowledge and understanding of behaviour management strategies, rewards and sanctions. Knowledge of barriers to learning. Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting.